

[Date]

[Insurance Company Name]  
[Insurance Agent Name]  
[Policy Department Address]  
[City, State, Zip Code]

**RE: Transition of Personal Auto Policy to Commercial Fleet Policy**

Current Personal Policy Number: [Policy Number]

To Whom It May Concern,

I am writing to formally request the transition of my current personal auto insurance coverage to a commercial fleet policy, effective [Date].

Due to the growth of my business, [Business Name], the following vehicles previously insured under my personal policy are now being utilized for commercial purposes:

- [Vehicle 1: Year, Make, Model, VIN]
- [Vehicle 2: Year, Make, Model, VIN]
- [Vehicle 3: Year, Make, Model, VIN]

Please update the policy to reflect the following information:

- **Entity Name:** [Legal Business Name]
- **Tax ID/EIN:** [Business Tax ID]
- **Business Use:** [Type of Business/Service Provided]

I would like to request a quote for a fleet policy that maintains my current liability limits or meets the following requirements: [List Specific Coverage Needs].

Please let me know what additional documentation is required to finalize this transition and cancel the existing personal policy without a lapse in coverage. I can be reached at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Business Role]