

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**Subject: Request to Upgrade Personal Auto Policy to Recreational Vehicle (RV) Policy**

Dear [Agent Name or Insurance Representative],

I am writing to request an update to my current personal auto insurance policy, policy number [Your Policy Number].

I have recently acquired a recreational vehicle and would like to upgrade my coverage to ensure the vehicle is properly protected. Please find the details of the new vehicle below:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **Vehicle Identification Number (VIN):** [VIN Number]
- **Estimated Annual Mileage:** [Estimated Mileage]

Please provide me with a quote for a comprehensive RV policy that includes [mention specific needs, e.g., full-timer coverage, replacement cost, or roadside assistance]. Additionally, please let me know if there are any multi-policy discounts available by combining this with my existing auto coverage.

I would like this new coverage to become effective as of [Requested Effective Date]. Please let me know what further documentation or information is required to complete this upgrade.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Signature]  
[Your Printed Name]