

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Vehicle Addition - Policy/Account Number: [Insert Number]

Dear [Customer Name],

This letter is to confirm that the following vehicle has been successfully added to your account, effective as of [Effective Date].

Vehicle Details:

- **Year:** [Insert Year]
- **Make:** [Insert Make]
- **Model:** [Insert Model]
- **VIN:** [Insert VIN Number]
- **License Plate:** [Insert Plate Number]

Please find the updated documentation attached to this letter. We recommend that you review these details to ensure all information is accurate. If any corrections are needed, please contact us immediately at [Phone Number] or via email at [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Sender Name]

[Title]

[Company Name]