

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Department]

[Insurance Company or Authority Name]

[Address]

[City, State, Zip Code]

Subject: Request for Vehicle Addition to [Policy/Account Number]

Dear [Recipient Name],

I am writing to formally request the addition of a new vehicle to my existing [Insurance Policy/Fleet Account], effective from [Start Date].

The details of the vehicle are as follows:

- **Make:** [Vehicle Make]
- **Model:** [Vehicle Model]
- **Year:** [Year]
- **Color:** [Color]
- **Vehicle Identification Number (VIN):** [VIN Number]
- **License Plate Number:** [Plate Number]
- **Registered Owner:** [Owner Name]

Please update my records to include this vehicle. I have attached a copy of the [Title/Registration/Bill of Sale] for your reference. Kindly inform me of any changes to my premium or additional documentation required to finalize this addition.

Thank you for your prompt attention to this matter. Please provide a confirmation once the update has been processed.

Sincerely,

[Your Signature]

[Your Printed Name]