

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

[Date]

[Insurance Company Name]  
[Insurance Agent Name (if applicable)]  
[Company Address]  
[City, State, Zip Code]

**RE: Policy Update and Addition of New Vehicle - Policy Number: [Your Policy Number]**

Dear [Insurance Agent Name or Customer Service Department],

I am writing to formally request an update to my existing automobile insurance policy to include an additional vehicle. Please add the following vehicle to my coverage effective as of [Start Date]:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **Vehicle Identification Number (VIN):** [VIN Number]
- **Mileage:** [Current Odometer Reading]
- **Primary Driver:** [Driver Name]
- **Usage:** [Personal/Commute/Business]

In addition to adding this vehicle, I would like to request the following coverage limits for this new addition: [Specify Coverage, e.g., Comprehensive, Collision, and Liability Limits].

Please provide me with an updated policy declaration page and an updated proof of insurance card (ID card) reflecting these changes. If there are any adjustments to my monthly premium, please notify me of the new amount and the date the change will take effect.

Thank you for your assistance with this update. Please contact me at [Phone Number] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]