

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Insurance Company or Authority Name]

[Department Name]

[Address]

[City, State, Zip Code]

Subject: Declaration of New Vehicle Addition

To Whom It May Concern,

I am writing to formally declare the addition of a new vehicle to my [Policy/Fleet/Account], effective as of [Date of Acquisition]. Please update your records to include the following vehicle details:

- **Make:** [e.g., Toyota]
- **Model:** [e.g., Camry]
- **Year:** [Year]
- **Color:** [Color]
- **Vehicle Identification Number (VIN):** [Insert VIN]
- **License Plate Number:** [Insert Number]
- **Registered Owner:** [Name]

I have attached copies of the vehicle registration and the bill of sale for your reference. Please confirm once the vehicle has been successfully added and provide any updated documentation or proof of insurance as required.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]