

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

[Date]

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

RE: Temporary Coverage for New Vehicle - Policy Number: [Your Policy Number]

To Whom It May Concern,

I am writing to formally request temporary insurance coverage for a vehicle I have recently acquired. I would like this vehicle to be added to my existing policy, effective [Start Date and Time].

The details of the vehicle are as follows:

- Year: [Year]
- Make: [Make]
- Model: [Model]
- Vehicle Identification Number (VIN): [VIN Number]
- Current Mileage: [Mileage]

Please provide me with a temporary binder or confirmation of coverage via email at [Your Email Address] as soon as possible. I understand that this temporary coverage is subject to the terms and conditions of my current policy and that a formal adjustment to my premium will follow.

I will provide any additional documentation required for a permanent policy update within [Number of Days] days.

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]