

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Confirmation of Vehicle Addition and Premium Adjustment

Dear [Policyholder Name],

This letter confirms that we have successfully added the following vehicle to your insurance policy, effective [Effective Date]:

- **Year:** [Vehicle Year]
- **Make:** [Vehicle Make]
- **Model:** [Vehicle Model]
- **VIN:** [Vehicle Identification Number]

As a result of this change, your policy premium has been adjusted. Please find the updated financial details below:

- **Previous Total Premium:** \$[Amount]
- **Additional Premium for New Vehicle:** \$[Amount]
- **New Total Policy Premium:** \$[Amount]

Your next billing statement, dated [Date], will reflect this change. If you pay via automatic installments, your deduction amount will be updated to \$[New Installment Amount] starting on [Date].

Attached is your updated Policy Declaration page and new Insurance Identification Cards. Please ensure a copy of the ID card is kept inside the vehicle at all times.

If you have any questions regarding this adjustment or your coverage options, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Agent Name/Department Name]

[Company Name]