

Date: [Insert Date]

[Recipient Name/Department]

[Company/Agency Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Required Documentation for Vehicle Addition

Dear [Contact Person Name],

I am writing to formally request the addition of a new vehicle to our [Policy/Fleet/Account], effective as of [Effective Date].

To facilitate this update, please find the required documentation attached for the following vehicle:

- **Make:** [Insert Make]
- **Model:** [Insert Model]
- **Year:** [Insert Year]
- **VIN:** [Insert VIN Number]
- **License Plate:** [Insert Plate Number]

Attached Documents:

- Copy of Vehicle Title/Registration
- Proof of Purchase or Lease Agreement
- Vehicle Inspection Report (if applicable)
- Safety Certification (if applicable)

Please review these documents and update your records accordingly. Kindly confirm via email once the vehicle has been successfully added to the system.

If any further information or additional documentation is required, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization Name]