

[Date]

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

**RE: Request to Add Vehicle to Commercial Auto Policy #[Policy Number]**

Dear [Contact Name],

Please use this letter as a formal request to add the following vehicle to our existing commercial auto insurance policy, effective [Effective Date]:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **VIN (Vehicle Identification Number):** [VIN]
- **Gross Vehicle Weight (GVW):** [Weight]
- **Purchase Price:** [Price]
- **Garaging Address:** [Address, City, State, Zip]

The primary use of this vehicle will be [Business Purpose/Delivery/Service].

Additionally, please assign the following driver(s) to this vehicle: [Driver Name(s)].

Please provide an updated Certificate of Insurance and an endorsement reflecting this change. Let us know if there is any change to our premium or if further documentation is required.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Title]  
[Business Name]  
[Phone Number]