

[Current Date]

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

Subject: Request for Vehicle Addition to Policy Number: [Your Policy Number]

Dear Customer Service Team,

I am writing to request an endorsement to my existing motor insurance policy to add a new vehicle. Please find the details of the vehicle below:

- **Make and Model:** [e.g., Toyota Camry]
- **Year of Manufacture:** [Year]
- **Vehicle Identification Number (VIN):** [VIN Number]
- **License Plate Number:** [Plate Number]
- **Engine Number:** [Engine Number]
- **Purchase Date:** [Date]
- **Estimated Mileage:** [Annual Mileage]

I would like this coverage to be effective from [Start Date]. Please apply the same coverage limits and deductibles as my existing vehicles under this policy.

I have attached the vehicle registration documents and the bill of sale for your reference. Please provide me with the updated policy schedule and an invoice for the additional premium at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Full Name]
[Your Phone Number]
[Your Email Address]