

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

[Date]

[Insurance Company Name]
[Insurance Company Address]

RE: Addition of Financed Vehicle to Policy Number: [Your Policy Number]

Dear Customer Service Department,

I am writing to request the addition of a newly purchased vehicle to my existing automobile insurance policy. Please find the vehicle details below:

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

This vehicle is financed. Please add the following entity as the Lienholder/Loss Payee on the policy:

- **Lienholder Name:** [Bank or Finance Company Name]
- **Lienholder Address:** [Lienholder Mailing Address]
- **Loan Account Number:** [Your Loan Number]

I would like the coverage for this vehicle to include [Comprehensive/Collision] with a deductible of [Deductible Amount] to meet the requirements of my finance agreement. Please provide a revised Insurance Identification Card and a Certificate of Insurance to both myself and the lienholder listed above.

Thank you for your assistance. Please contact me if you require any further information.

Sincerely,

[Your Signature]
[Your Printed Name]