Date: [Date]

To: [Insurance Company Name]
Policy Number: [Your Policy Number]

Subject: Notification of New Vehicle Addition and Request for Temporary Coverage

Dear [Agent Name or Customer Service Department],

I am writing to officially notify you that I have purchased a new vehicle and wish to add it to my existing insurance policy. I am requesting immediate temporary coverage effective as of [Start Date and Time].

Vehicle Details:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **VIN (Vehicle Identification Number):** [VIN Number]
- **Purchase Date:** [Date of Purchase]
- **Odometer Reading:** [Mileage]

I would like the coverage for this vehicle to match my current policy limits for [List Coverages, e.g., Liability, Comprehensive, and Collision].

Please provide a temporary binder or confirmation of coverage via email at [Your Email Address]. I will follow up shortly to provide any additional documentation required to finalize the permanent addition of this vehicle to my policy.

Thank you for your assistance.

Sincerely,

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