[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name/Insurance Agent Name]
[Insurance Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Information to Add New Vehicle to Policy #[Policy Number]

Dear [Recipient Name],

I am writing to request the addition of a new vehicle to my current insurance policy. Please provide a list of all required documentation and information needed to complete this process.

To assist with the initial quote, here is the preliminary vehicle information:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **VIN:** [Vehicle Identification Number]
- **Estimated Annual Mileage:** [Mileage]
- **Primary Driver:** [Driver Name]

Please let me know if you require a copy of the Bill of Sale, the vehicle title, or updated driver's license information for any household members. Additionally, I would like to know how this addition will impact my current premium and if there are any multi-vehicle discounts available.

I look forward to hearing from you soon so I can ensure the vehicle is properly covered before it is driven.

Sincerely,

[Your Signature]
[Your Printed Name]