[Current Date]

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

RE: Request for New Vehicle Addition - Policy Number: [Policy Number]

Dear Underwriting Department,

Please accept this formal request to add a new vehicle to our existing commercial fleet insurance policy, effective as of [Effective Date/Time].

The details of the vehicle to be added are as follows:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **VIN:** [Vehicle Identification Number]
- **Gross Vehicle Weight (GVW):** [Weight]
- **Purchase Price:** $[Amount]
- **Primary Driver:** [Driver Name]
- **Garaging Location:** [City, State, Zip]

We request that this vehicle be covered under the same liability and physical damage limits as currently outlined in our master policy. Please find the attached Bill of Sale and Title for your records.

Kindly provide an updated Schedule of Vehicles and an endorsement certificate reflecting this change. Please also advise if there is any adjustment to our premium pro-rata for the remainder of the term.

Should you require further information, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Company Name]