[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]

RE: Notice of Grace Period for New Vehicle Addition

Dear [Policyholder Name],

This letter is to formally acknowledge the addition of your new vehicle to your existing insurance policy. Please find the details of the vehicle below:

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

Per the terms of your policy, you are granted a grace period of [Number of Days] days from the date of purchase, [Date of Purchase], to officially register and insure this vehicle under your current plan.

During this grace period, the vehicle is covered under your existing policy limits. However, to ensure continuous and permanent coverage, you must complete the following steps before [Expiration Date]:

1. Submit the final bill of sale or title documentation.
2. Confirm any changes to your desired coverage levels or deductibles.
3. Pay any additional premium resulting from this addition.

Failure to finalize these details within the [Number of Days]-day window may result in a lapse of coverage for this specific vehicle.

If you have any questions or have already submitted this information, please contact your agent at [Phone Number] or [Email Address].

Sincerely,

[Agent/Company Name]
[Department Name]