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

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

Subject: Request for Replacement and Addition of New Vehicle Endorsement - Policy No: [Your Policy Number]

Dear Underwriting Department,

I am writing to request an endorsement to my existing motor insurance policy regarding the following changes to my fleet/vehicle list.

1. DELETION / REPLACEMENT OF VEHICLE:
Please remove the following vehicle from the policy effective [Date of Disposal]:
Make/Model: [Old Vehicle Make/Model]
Year: [Old Year]
License Plate: [Old Plate Number]
VIN/Chassis Number: [Old VIN]

2. ADDITION OF NEW VEHICLE:
Please add the following vehicle to the policy effective [Date of Purchase/Start Date]:
Make/Model: [New Vehicle Make/Model]
Year: [New Year]
License Plate: [New Plate Number]
VIN/Chassis Number: [New VIN]
Engine Number: [Engine Number]
Purchase Price/Value: [Value]

Please provide the updated endorsement certificate and inform me of any adjustment in the premium amount. Attached are the copies of the registration documents for the new vehicle.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]