

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Agent Name or Department]
[Insurance Company Address]
[City, State, Zip Code]

RE: Policy Number: [Your Policy Number] - Request for Ride-Share Endorsement

Dear [Agent Name or Customer Service Department],

I am writing to formally request the addition of a commercial ride-share endorsement (or "Transportation Network Company" coverage) to my existing automobile insurance policy, effective [Requested Start Date].

I intend to use the following vehicle for ride-sharing services through [Name of Platform, e.g., Uber/Lyft]:

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

Please update my policy to ensure I am fully covered during all periods of ride-share activity, including when the app is active and while a passenger is in the vehicle.

Please provide me with an updated declarations page and a summary of any changes to my premium as soon as this addition has been processed. If you require further information or additional documentation, please contact me at [Your Phone Number].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]