

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**Subject: Invoice for Policy Endorsement - Vehicle Addition**

Dear [Policyholder Name],

Thank you for choosing to update your insurance policy. This letter serves as a formal invoice for the endorsement to your policy regarding the addition of a new vehicle.

**Policy Details:**

- Policy Number: [Policy Number]
- Endorsement Effective Date: [Effective Date]

**Vehicle Information:**

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

**Premium Summary:**

- Additional Pro-rated Premium: \$[Amount]
- Applicable Taxes/Fees: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please ensure that payment is received by **[Due Date]** to maintain continuous coverage for the added vehicle. You may pay via [Payment Method: Online Portal/Check/Phone].

Your updated Policy Declaration Page is attached for your records. If you have any questions regarding this endorsement or your coverage, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Agent/Company Name]

[Department Name]

[Contact Information]