

[Date]  
[Client Name]  
[Client Company Name]  
[Address]  
[City, State, Zip Code]

**Subject: Quotation for Commercial Fleet Expansion Auto Coverage**

Dear [Client Name],

Thank you for requesting a quotation to expand your commercial auto insurance policy. Based on the vehicle and driver information provided, we are pleased to submit the following proposal for your fleet expansion.

**Proposed Coverage Details:**

- **Policy Number:** [Existing Policy Number]
- **Added Units:** [Number of New Vehicles]
- **Effective Date:** [Coverage Start Date]
- **Liability Limits:** \$[Amount] Combined Single Limit
- **Comprehensive/Collision Deductibles:** \$[Amount] / \$[Amount]

**Premium Summary:**

The additional pro-rated premium for the remainder of the current policy term is: **\$[Amount]**.  
The estimated annual premium for the total expanded fleet moving forward is: **\$[Amount]**.

**Next Steps:**

To bind this coverage, please sign the attached endorsement form and return it to our office by [Deadline Date]. We will also require the Final Vehicle Identification Numbers (VINs) for all new units if they have not yet been submitted.

If you have any questions regarding these rates or the specific terms of coverage, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]  
[Your Title]  
[Insurance Agency Name]