

[Date]

[Policyholder Name]

[Company Name]

[Address]

[City, State, Zip Code]

Re: Commercial Auto Policy Update - Fleet Expansion

Dear [Contact Name],

We are writing to confirm that we have successfully updated your Commercial Auto Insurance Policy, #[Policy Number], to reflect the recent expansion of your business fleet.

As requested, the following vehicles have been added to your coverage effective [Effective Date]:

- [Vehicle 1: Year, Make, Model, VIN]
- [Vehicle 2: Year, Make, Model, VIN]
- [Vehicle 3: Year, Make, Model, VIN]

Summary of Changes:

- **Policy Premium:** Your adjusted premium is now \$[Amount], reflecting the addition of these assets.
- **Billing:** The updated premium will be reflected in your next billing statement dated [Date].
- **Documentation:** Please find the updated Schedule of Covered Autos and new Insurance Identification Cards attached to this letter.

Please ensure that all drivers are provided with the updated insurance ID cards and that they are placed in the respective vehicles immediately.

If you have any questions regarding these changes or need to add additional drivers to your policy, please contact your account manager at [Phone Number] or [Email Address].

Thank you for choosing [Insurance Company Name] to protect your growing business.

Sincerely,

[Name]

[Title]

[Insurance Company Name]