

[Date]

[Policyholder Name]

[Company Name]

[Address]

[City, State, Zip]

RE: Notice of Premium Adjustment - Policy Number: [Policy Number]

Dear [Policyholder Name],

Following your recent request to expand your commercial fleet, we have completed the endorsement to include the additional vehicles on your insurance policy.

Please find the details regarding the premium adjustment below:

- **Number of Vehicles Added:** [Number]
- **Endorsement Effective Date:** [Date]
- **Pro-rated Premium Increase:** \$[Amount]
- **New Total Policy Premium:** \$[Amount]

An updated Policy Schedule and Certificate of Insurance for each new vehicle are attached to this letter. Please ensure that a copy of the insurance certificate is kept in each vehicle at all times.

The additional premium will be reflected in your next billing statement. If you have any questions regarding these changes or require further adjustments to your coverage, please contact your account manager at [Phone Number] or [Email Address].

Thank you for choosing [Insurance Company Name] for your fleet protection.

Sincerely,

[Sender Name]

[Title]

[Insurance Company Name]