

[Current Date]

[Insurance Agent/Broker Name]

[Insurance Agency Name]

[Agency Address]

[City, State, Zip Code]

RE: Request for Commercial Fleet Expansion Coverage

Policy Number: [Your Current Policy Number]

Dear [Agent Name],

I am writing to formally request an expansion of our current commercial auto insurance coverage. [Company Name] is increasing its fleet size, and we require an updated quote and application to include the following new vehicles under our existing policy.

New Vehicle Details:

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

Driver Information:

Attached to this letter, please find the updated driver list, including names and driver's license numbers for the employees assigned to these vehicles.

Usage Information:

The primary use for these vehicles will be [e.g., delivery, service calls, long-haul transport] within a radius of [Number] miles from our primary location.

Please provide the necessary application forms and a premium adjustment quote at your earliest convenience. If you require additional documentation regarding vehicle safety features or garage locations, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]