

[Date]

[Insurance Company Name]  
[Underwriting Department Address]  
[City, State, Zip Code]

**RE: Policy Number: [Your Policy Number] - Notice of Fleet Expansion and Request for Coverage Modification**

Dear [Name of Underwriter or Agent],

Please accept this letter as formal notification that [Company Name] is expanding its commercial fleet. We have recently acquired the additional vehicles listed in the attached schedule and require their immediate inclusion under our existing commercial auto policy.

In addition to adding these vehicles, we request a modification of our current coverage terms to reflect the increased size of our operations. Specifically, we would like to review and adjust the following:

- **Combined Single Limit (CSL):** An increase in liability limits to [Requested Amount].
- **Uninsured/Underinsured Motorist Coverage:** Adjustment of limits to match new liability levels.
- **Hired and Non-Owned Auto:** Extension of coverage to account for temporary expansion needs.
- **Deductible Structure:** Modification of physical damage deductibles to [Requested Amount].

Attached to this letter, you will find:

1. A detailed list of new vehicles (Year, Make, Model, and VIN).
2. Updated driver roster with license numbers and dates of birth.
3. Garaging locations for the new units.

Please provide a revised premium quote and an amended Certificate of Insurance reflecting these modifications by [Date]. We look forward to your prompt confirmation of coverage.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Your Phone Number]  
[Your Email Address]