

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Insurance Carrier Name]
[Underwriting Department]
[Address Line 1]
[City, State, Zip Code]

RE: Notice of Fleet Expansion and Request for Coverage Effective Date
Policy Number: [Your Policy Number]

Dear [Name of Agent or Underwriter],

This letter serves as formal notification that [Company Name] has expanded its commercial fleet. We request that the following vehicle(s) be added to our existing commercial auto insurance policy.

Vehicle Details:

- **Year/Make/Model:** [Year] [Make] [Model]
- **VIN:** [Vehicle Identification Number]
- **GVW:** [Gross Vehicle Weight]
- **Garaging Location:** [City, State, Zip]

Coverage Effective Date: [Month Day, Year] at [Time, e.g., 12:01 AM]

Please confirm that coverage is active as of the effective date listed above. We also request an updated Certificate of Insurance (COI) and updated auto ID cards reflecting these additions.

If you require additional information regarding the drivers or vehicle usage, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title]