

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Request to Remove Sold Vehicle from Policy [Your Policy Number]

To Whom It May Concern,

I am writing to formally request the removal of the following vehicle from my auto insurance policy, effective [Date of Sale], as the vehicle has been sold:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **Vehicle Identification Number (VIN):** [VIN Number]

I have attached a copy of the [Bill of Sale / Transfer of Title] as proof of the transaction. Please adjust my policy premiums accordingly and send a confirmation of this change to my address or email listed above.

Please let me know if any further documentation is required to complete this request.

Sincerely,

[Your Signature]

[Your Printed Name]