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

[Date]

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

Subject: Request for Personal Auto Insurance Policy Initiation

Dear [Agent Name/Insurance Company],

I am writing to formally request the initiation of a new personal auto insurance policy with your company. Following our recent discussions and the quote provided (Quote Reference Number: [Reference Number]), I would like to proceed with the coverage effective as of [Effective Date].

Vehicle Information:

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

Selected Coverage:

- Liability Limits: [Amount]
- Comprehensive Deductible: [Amount]
- Collision Deductible: [Amount]
- Additional Options: [e.g., Roadside Assistance/Rental Reimbursement]

I have enclosed the required initial premium payment of $[Amount] via [Method of Payment]. Please find the signed application forms and a copy of my driver's license attached to this letter.

Please send the formal Policy Declaration page and my Insurance Identification Cards to my mailing address or via email at your earliest convenience. If you require any further information to finalize this policy, please contact me at [Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]