

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Insurance Company Name]
[Insurance Agent Name/Department]
[Company Address]

RE: Request for Seasonal Storage Rate Adjustment
Policy Number: [Your Policy Number]
Vehicle: [Year, Make, and Model of Motorcycle]

To Whom It May Concern,

I am writing to formally request a seasonal adjustment to my motorcycle insurance premium. I am placing the above-mentioned motorcycle into winter storage and will not be operating it on public roads during the upcoming months.

Please adjust my coverage to "Lay-up" or "Storage Only" status effective from [Start Date] through [End Date]. During this period, I wish to maintain comprehensive coverage (theft, fire, and vandalism) but suspend liability, collision, and medical payments coverage.

Please confirm in writing once this adjustment has been processed and provide a statement showing the updated premium amount or credit applied to my account. I will contact you prior to [End Date] to reinstate full road coverage.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]