

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

[Date]

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

Subject: Request for Off-Season Premium Reduction - Policy #[Your Policy Number]

Dear [Agent Name or Customer Service Department],

I am writing to request a reduction in my motorcycle insurance premium for the upcoming off-season months. I plan to store my motorcycle, a [Year, Make, and Model], from [Start Date] until [End Date].

During this period, the motorcycle will be securely stored at [Storage Location/Address] and will not be operated on public roads. I would like to adjust my coverage to a "lay-up" or "storage-only" status, maintaining comprehensive coverage against theft, fire, and damage, while suspending liability and collision coverage.

Please confirm the following:

- The total premium savings for the specified period.
- The revised monthly or total payment amount.
- The process for reinstating full road coverage once the riding season begins.

Please provide a written confirmation of these changes and an updated declaration page for my records.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]