Date: [Insert Date]

To: [Insurance Company Name]
Policy Number: [Insert Policy Number]

Subject: Request to Remove Vehicle from Auto Insurance Policy

Dear Customer Service Department,

Please use this letter as a formal request to remove the following vehicle from my auto insurance policy effective [Insert Date of Removal]:

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

The reason for this removal is: [Insert Reason, e.g., Sold Vehicle / Totaled / Added to Different Policy].

Please adjust my premium accordingly and send an updated declarations page reflecting this change. If a refund is due for the prepaid premium, please issue it to my address on file or via my original payment method.

Please confirm in writing once this vehicle has been successfully removed.

Sincerely,

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