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

[Date]

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

RE: Removal of Leased Vehicle from Policy #[Your Policy Number]

Dear [Insurance Company Name],

Please use this letter as formal notification to remove the following vehicle from my auto insurance policy effective [Date of Return]:

Year: [Year]
Make: [Make]
Model: [Model]
VIN: [Vehicle Identification Number]

The lease for this vehicle has ended, and the car was returned to [Dealership/Leasing Company Name] on [Date]. I have attached a copy of the lease return receipt/odometer statement provided by the dealership as proof of the return.

Please adjust my premium accordingly and send a confirmation of this change, along with an updated policy declaration page, to my address on file. If there is a pro-rated refund due for the remainder of the term, please issue it via [check/original payment method].

If you require any further information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]