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

[Date]

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

Subject: Follow-Up Regarding Vehicle Removal - Policy #[Your Policy Number]

Dear [Insurance Company/Agent Name],

I am writing to follow up on my previous request made on [Date of Initial Request] regarding the removal of a vehicle from my auto insurance policy.

As of this date, I have not received confirmation that the following vehicle has been removed:

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

The effective date for this removal should be [Date Vehicle was Sold/Disposed]. [Optional: I have attached the Bill of Sale/Transfer of Title again for your records].

Please confirm that this change has been processed and provide an updated policy declaration page showing the adjusted premium. If a refund is owed for prepaid premiums, please let me know when I can expect to receive it.

Thank you for your prompt attention to this matter. I look forward to receiving confirmation within [Number] business days.

Sincerely,

[Your Signature]

[Your Printed Name]