To: [Insurance Company Name]

From: [Your Full Name]

Policy Number: [Your Policy Number]

Date: [Current Date]

Subject: Request to Remove Vehicle Due to Relocation

Dear Customer Service Department,

I am writing to formally request the removal of the following vehicle from my auto insurance policy, effective [Date of Removal].

Vehicle Make: [Make, e.g., Toyota]
Vehicle Model: [Model, e.g., Camry]
Year: [Year]
VIN: [Vehicle Identification Number]

This request is being made because I have relocated to a new state/country and have either sold the vehicle, registered it under a new local policy, or am no longer in possession of it at my previous address.

Please confirm once this change has been processed and provide an updated policy statement reflecting any premium adjustments or refunds due.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your New Phone Number]
[Your New Mailing Address]