

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Premium Endorsement for Policy Number: [Policy Number]

Dear [Policyholder Name],

This letter confirms that we have successfully processed your request to add a new vehicle to your existing insurance policy. As a result of this change, your policy premium has been recalculated.

Added Vehicle Details:

- Year: [Year]
- Make: [Make]
- Model: [Model]
- VIN: [Vehicle Identification Number]
- Effective Date: [Date of Addition]

Premium Recalculation Summary:

- Previous Total Premium: \$[Amount]
- Pro-rated Additional Premium: \$[Amount]
- New Total Policy Premium: \$[Amount]

The additional premium will be applied to your account as follows: [Insert Billing Instructions - e.g., reflected in your next monthly statement / due immediately].

Please find the updated Policy Declaration Page and your new Proof of Insurance (Insurance Cards) enclosed with this letter. We recommend placing the insurance card in your vehicle immediately.

If you have any questions regarding these changes or your new premium, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Agent/Representative Name]

[Title]

[Insurance Company Name]