

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

[Date]

[Insurance Company Name]  
[Insurance Company Address]

**Subject: Request to Remove Ex-Spouse and Readjust Auto Policy**

Dear [Name of Agent or Customer Service Department],

I am writing to formally request the removal of my former spouse from my automobile insurance policy, effective immediately.

**Policy Details:**

Policy Number: [Your Policy Number]  
Name to be Removed: [Ex-Spouse's Full Name]

Please update the policy to reflect that I am now the sole policyholder. Additionally, please remove the following vehicle(s) from the policy, as they are no longer under my ownership or operation:

- [Vehicle 1 Make/Model/Year/VIN]
- [Vehicle 2 Make/Model/Year/VIN]

I have attached a copy of the [Divorce Decree / Legal Separation Agreement / Proof of Separate Insurance] as verification of this change.

Please readjust my policy premiums based on these changes and provide a new declarations page and updated insurance cards. If there is a refund due for prepaid premiums, please issue it to the address listed above.

Thank you for your prompt attention to this matter. Please contact me if you require any further documentation.

Sincerely,

[Your Signature]

[Your Printed Name]