

[Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Re: Confirmation of Policy Conversion

Old Personal Policy Number: [Personal Policy Number]

New Commercial Policy Number: [Commercial Policy Number]

Dear [Customer Name],

This letter confirms that your request to convert your Personal Auto insurance policy to a Commercial Auto insurance policy has been processed successfully.

Your new commercial coverage is effective as of [Effective Date]. As a result of this conversion, your previous personal policy ([Personal Policy Number]) has been closed effective [Date/Time].

**Vehicle(s) Covered:**

- [Year, Make, Model] - [VIN]

**Important Changes:**

- Your new policy provides coverage for business use, which was not included under your personal policy.
- Please review the attached Policy Declaration Page for updated limits, deductibles, and premiums.
- Replace your old insurance ID cards with the new commercial ID cards included in this package.

If you have any questions regarding your new coverage or premium payments, please contact your agent at [Phone Number] or email [Email Address].

Thank you for choosing [Insurance Company Name] for your business needs.

Sincerely,

[Name/Department]

[Insurance Company Name]