Subject: Confirmation of Class of Use Change: Commercial to Fleet

Date: [Insert Date]

To: [Customer Name/Company Name]
Address: [Insert Address]
Policy Number: [Insert Policy Number]

Dear [Name of Contact],

This letter serves as formal confirmation that the Class of Use for your vehicle(s) listed under the aforementioned policy has been successfully updated from **Commercial** to **Fleet**, effective as of [Insert Effective Date].

Vehicle Details:

- Total Number of Vehicles: [Insert Number]
- Primary Storage Location: [Insert Location]

Policy Adjustments:

As a result of this change, please note the following:

- Premium Adjustment: [Insert Details/Amount or "See Attached Invoice"]
- Coverage Terms: [Insert Any Specific Fleet Coverage Terms]
- Reporting Requirements: [Insert Any Periodic Reporting Requirements]

Please review your updated policy documents and schedule of insurance attached to this letter. Ensure that all vehicle information and driver details are accurate.

If you have any questions regarding this change or your updated premium, please contact your account manager at [Insert Phone Number] or via email at [Insert Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name]
[Title]
[Company Name]