

[Date]

[Contact Name]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

Re: Fleet Auto Insurance Policy and ID Cards - Policy Number: [Policy Number]

Dear [Contact Name],

We are pleased to provide the insurance documents for your commercial fleet. Enclosed with this letter, please find the following items:

- Your Fleet Auto Insurance Policy document.
- Current Insurance Identification Cards for each vehicle.
- A schedule of covered vehicles.

Please ensure that a copy of the appropriate Insurance Identification Card is placed in each vehicle immediately, as proof of insurance is required by law. We recommend reviewing the policy details to ensure all vehicle information and coverage limits are accurate.

If you have added new vehicles to your fleet or need to make any changes to the current schedule, please contact our office at [Phone Number] or via email at [Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Insurance Company/Agency Name]