

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Title]  
[Insurance Company Name]  
[Address]  
[City, State, Zip Code]

**Subject: Proposal for Commercial Delivery Fleet Expansion Insurance Coverage**

Dear [Recipient Name],

I am writing to formally request a comprehensive insurance proposal for our expanding commercial delivery fleet at [Your Company Name]. Due to our recent growth, we are increasing our fleet size and require updated coverage that aligns with our new operational scale.

**Fleet Expansion Details:**

- Current Fleet Size: [Number] vehicles
- Number of New Vehicles to be Added: [Number]
- Vehicle Types: [e.g., Light Vans, Box Trucks, Motorcycles]
- Primary Usage: Last-mile delivery and regional logistics

**Requested Coverage Components:**

- Comprehensive and Collision Coverage
- Auto Liability and Property Damage
- Cargo and Goods-in-Transit Insurance
- Uninsured/Underinsured Motorist Protection
- Hired and Non-Owned Auto Liability

**Operational Information:**

- Operating Radius: [e.g., 50 miles / Multi-state]
- Estimated Annual Mileage per Vehicle: [Number]
- Driver Requirements: [e.g., Minimum 3 years CDL experience, clean records]

Please provide a detailed quote including premium structures, deductible options, and any fleet safety discounts available. We are looking to have the new policy in effect by [Date].

Attached to this letter, you will find the VIN list for the new vehicles and our current driver manifest. Should you require further information or a meeting to discuss our risk management protocols, please contact me directly.

Thank you for your time and professional consideration.

Sincerely,

[Signature]

[Your Printed Name]

[Your Title]