

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

[Date]

[Insurance Company Name]
[Broker/Agent Name]
[Address]
[City, State, Zip Code]

Subject: Request for Policy Upgrade - Commercial Delivery Fleet Expansion

Dear [Agent Name],

I am writing to formally request an upgrade to our existing commercial auto insurance policy, Policy Number: [Your Policy Number], due to a significant expansion of our delivery fleet.

To support our growing operations, we have added [Number] new vehicles to our inventory. We require comprehensive coverage for these additions to ensure full compliance and protection. Please find the vehicle details (VIN, Make, Model, and Year) attached to this letter.

In addition to adding the new vehicles, we would like to review and upgrade our current coverage limits for the following:

- Liability Coverage (Bodily Injury and Property Damage)
- Uninsured/Underinsured Motorist Coverage
- Comprehensive and Collision Deductibles
- Cargo/Goods in Transit Insurance

Please provide an updated quote reflecting these changes and the revised total premium. We would like these adjustments to be effective as of [Requested Effective Date].

If you require any additional documentation or information regarding the new drivers or vehicles, please let me know at your earliest convenience. I look forward to receiving the updated policy documents.

Sincerely,

[Signature]
[Your Printed Name]
[Your Title]