

[Date]

[Insurance Company Name]

[Underwriting Department]

[Address line 1]

[City, State, Zip Code]

**RE: Policy Endorsement Request - Fleet Expansion**

**Policy Number:** [Your Policy Number]

Dear [Name of Underwriter or Agent],

Please accept this formal request to endorse our existing Commercial Auto Policy to reflect the expansion of our delivery fleet. Due to business growth, we have acquired additional vehicles that require immediate coverage under our current policy terms.

Please add the following vehicles to the schedule of covered autos:

**Vehicle 1:**

Make/Model: [Year, Make, Model]

VIN: [VIN Number]

GVW: [Gross Vehicle Weight]

Usage: [Commercial Delivery]

**Vehicle 2:**

Make/Model: [Year, Make, Model]

VIN: [VIN Number]

GVW: [Gross Vehicle Weight]

Usage: [Commercial Delivery]

The effective date for these additions should be [Effective Date]. We have also attached the driving records (MVRs) for the new drivers assigned to these vehicles for your review.

Please provide an updated Schedule of Equipment and an invoice for the pro-rated premium increase resulting from this expansion. We also require updated Certificates of Insurance (COI) for our records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]