

[Date]

[Insurance Company Name]

[Insurance Agent Name]

[Address Line 1]

[City, State, Zip Code]

**RE: Addition of New Vehicle to Commercial Fleet Policy #[Policy Number]**

Dear [Agent Name],

Please be advised that [Company Name] is expanding our delivery fleet. We would like to add the following vehicle to our existing commercial insurance policy, effective as of [Effective Date]:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **VIN:** [Vehicle Identification Number]
- **GVWR:** [Gross Vehicle Weight Rating]
- **Purchase Price:** \$[Amount]
- **Primary Use:** Commercial Delivery

The vehicle will be operated by [Driver Name] (Driver's License #[License Number]). Please find the attached copy of the vehicle registration and the driver's motor vehicle record for your review.

Kindly provide an updated Certificate of Insurance (COI) and an endorsement reflecting the change in premium at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]