

[Date]
[Policyholder Name]
[Company Name]
[Address]
[City, State, Zip Code]

Subject: Premium Breakdown for Commercial Delivery Fleet Expansion

Dear [Contact Name],

Following your recent request to expand your commercial delivery fleet, we have finalized the premium adjustments for Policy Number: [Policy Number]. Below is the detailed breakdown of the additional costs associated with adding [Number of Vehicles] new vehicles to your coverage.

1. New Vehicle Premium Details:

- Liability Coverage: \$[Amount]
- Physical Damage (Collision/Comprehensive): \$[Amount]
- Cargo Insurance: \$[Amount]
- Uninsured/Underinsured Motorist: \$[Amount]

2. Administrative and Endorsement Fees:

- Policy Amendment Fee: \$[Amount]
- Underwriting Review Fee: \$[Amount]

3. Discounts Applied:

- Multi-Vehicle Discount: -\$[Amount]
- Fleet Safety Credit: -\$[Amount]

Total Additional Premium Due: \$[Total Amount]

The effective date for this expansion is [Effective Date]. This additional premium will be prorated for the remainder of the current policy term and will be reflected in your next billing statement dated [Billing Date].

Updated insurance identification cards and an amended policy schedule are enclosed with this letter. If you have any questions regarding this breakdown or require further adjustments, please contact your account manager at [Phone Number] or [Email].

Sincerely,

[Sender Name]
[Title]
[Insurance Company Name]