

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Confirmation of Policy Adjustment - Vehicle Removal

Dear [Policyholder Name],

This letter confirms that we have processed your request to remove the following vehicle(s) from your multi-vehicle insurance policy, effective [Effective Date]:

- [Year, Make, Model] - VIN: [VIN Number]
- [Year, Make, Model] - VIN: [VIN Number]

Updated Policy Details:

Remaining Vehicle(s) on Policy: [List remaining vehicles]

New Policy Premium: \$[Amount]

Effective Date of Change: [Date]

Please note that any multi-vehicle discounts previously applied to your policy may have been adjusted or removed based on these changes. You will receive an updated Policy Declarations page via [mail/email] within [Number] business days.

If you have any questions regarding this adjustment or your new premium amount, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Agent Name/Customer Service Department]

[Insurance Company Name]

[Phone Number]