

# Inquiry for Auto Insurance Policy Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I hope this message finds you well. I am writing to inquire about transferring my auto insurance policy with policy number [Your Policy Number] to a new vehicle.

The details of my current policy are as follows:

- Current Vehicle: [Current Vehicle Make and Model]
- New Vehicle: [New Vehicle Make and Model]
- Effective Date of Transfer: [Desired Transfer Date]

Please let me know the process to facilitate this transfer, any additional information required from my side, and if there will be any changes to the premium or coverage.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]