

Request for Auto Insurance Policy Transfer

Date: [Insert Date]

To,

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Transfer of Auto Insurance Policy

Dear [Insurance Agent's Name],

I hope this message finds you well. I am writing to formally request the transfer of my auto insurance policy, currently under the policy number [Insert Policy Number], to my new vehicle.

I recently purchased a new vehicle, [Insert Vehicle Details], and would like to ensure that it is covered under my existing policy. Please let me know about any additional information or documentation you may require to proceed with the transfer.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]