

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my vehicle insurance policy from my current vehicle to a new vehicle.

Details of the current vehicle:

- Make: [Current Vehicle Make]
- Model: [Current Vehicle Model]
- Year: [Current Vehicle Year]
- Policy Number: [Current Policy Number]

Details of the new vehicle:

- Make: [New Vehicle Make]
- Model: [New Vehicle Model]
- Year: [New Vehicle Year]
- VIN: [New Vehicle VIN]

Please let me know if you require any additional documentation or information to process this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]