

Vehicle Insurance Transfer Letter

Date: [Insert Date]

To,
[Insurance Company Name]
[Insurance Company Address]
[City, State, ZIP Code]

Subject: Request for Insurance Transfer for Sold Vehicle

Dear [Insurance Agent's Name],

I am writing to request the transfer of insurance policy for my vehicle, which I have recently sold. The details of the policy and the vehicle are as follows:

Policy Holder Name: [Your Name]
Policy Number: [Your Policy Number]
Vehicle Make & Model: [Vehicle Make & Model]
Vehicle Identification Number (VIN): [VIN of Vehicle]
Date of Sale: [Date of Sale]
New Owner's Name: [New Owner's Name]
New Owner's Contact Information: [New Owner's Contact Info]

Please initiate the transfer of the insurance policy to the new owner as per the standard procedures. I would appreciate your prompt attention to this matter and request confirmation of the transfer.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Phone Number]
[Your Email Address]