

Notification of Vehicle Sale

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 am writing to formally notify you that I have sold my vehicle, [Make, Model, Year, VIN], on [Date of Sale]. As a result, I request that you update your records and terminate my insurance coverage for this vehicle.

The details of the sale are as follows:

- Buyer's Name: [Buyer's Name]
- Buyer's Address: [Buyer's Address]
- Date of Sale: [Date of Sale]

Please confirm the cancellation of the insurance policy related to the above vehicle at your earliest convenience. If you require any further information, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]