

Letter of Insurance Transfer

Date: [Insert Date]

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

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Dear [Insurance Company Representative Name],

I am writing to formally request the transfer of my auto insurance policy to my newly purchased vehicle. Below are the details of both the existing policy and the new vehicle:

Existing Policy Details:

Policy Number: [Insert Policy Number]
Insured Vehicle: [Insert Details of the Insured Vehicle]
Current Coverage: [Insert Coverage Details]

New Vehicle Details:

Make: [Insert Make]
Model: [Insert Model]
Year: [Insert Year]
VIN: [Insert VIN]

Please let me know if you require any additional information to process this request. I look forward to your prompt response confirming the transfer.

Thank you for your assistance.

Sincerely,
[Your Name]