

Vehicle Insurance Change of Ownership

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I am writing to inform you of a change of ownership for my vehicle, which is insured under policy number [Insert Policy Number]. The details of the vehicle and the new owner are as follows:

Previous Owner:

Name: [Your Name]

Vehicle Make and Model: [Vehicle Make and Model]

VIN: [Vehicle Identification Number]

New Owner:

Name: [New Owner's Name]

Address: [New Owner's Address]

City, State, Zip Code: [New Owner's City, State, Zip Code]

Please update the policy to reflect the new owner and provide confirmation of the change. If there are any additional documents or information required to process this change, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]