

# Vehicle Insurance Transfer Request

Date: [Insert Date]

To,

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

Subject: Request for Vehicle Insurance Transfer

Dear Sir/Madam,

I hope this message finds you well. I am writing to formally request the transfer of my vehicle insurance policy associated with the following details:

**Policy Holder's Name:** [Your Name]  
**Policy Number:** [Your Policy Number]  
**Vehicle Make and Model:** [Vehicle Make and Model]  
**VIN:** [Vehicle Identification Number]

The insurance policy is to be transferred to the new owner:

**New Owner's Name:** [New Owner's Name]  
**New Owner's Address:** [New Owner's Address]  
**Contact Number:** [New Owner's Contact Number]

Please let me know if any additional documentation is required to complete this transfer. I would appreciate your prompt attention to this matter to ensure continuous coverage for the new owner.

Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Contact Number]