

# Insurance Policy Endorsement Request

**Date:** [Insert Date]

**To:** [Insurance Company Name]

**Address:** [Insurance Company Address]

**Policy Number:** [Insert Policy Number]

Dear [Insurance Agent's Name],

I am writing to request an endorsement to my existing vehicle insurance policy to add a new vehicle. Below are the details of the vehicle to be added:

- **Make:** [Vehicle Make]
- **Model:** [Vehicle Model]
- **Year:** [Vehicle Year]
- **VIN:** [Vehicle Identification Number]
- **License Plate Number:** [License Plate Number]

Please let me know if any further information is required to process this request. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]