

Date: _____

To,

The Manager,

Subject: Request for Vehicle Addition Endorsement

Dear Sir/Madam,

I request you to kindly add the following vehicle to my insurance policy.

Details of Vehicle to be Added:

Make & Model: _____

Registration Number: _____

Chassis Number: _____

Engine Number: _____

Year of Manufacture: _____

Other Details: _____

Please process this endorsement request at the earliest and issue the necessary updated documents.

Thank you for your assistance.

Yours faithfully,

(Name & Signature)

Contact No.: _____

Policy No.: _____