



Dear

**re: Comprehensive Motor Vehicle Policy No.....**

in the name of .....  
(organization name)

covering (vehicle make and registration number).....  
.....

The above vehicle has been registered with the SmartLinkTransport Register and may be used by not-for-profit groups in the local area to transport small groups of passengers to shops, outings, etc. Whilst being used as part of the Transport Register the vehicle will be covered by Transport Register insurance additional to the above policy for any loss of excess.

In return for making the vehicle available in this way the vehicle owner will receive a small fee for the vehicle's use. We have been advised that the registration status of the vehicle is not affected as this use does not constitute commercial hire.

Could you please advise us if use of the above vehicle as part of the Transport Register will affect the vehicle's comprehensive insurance cover in any way.

Thanking you for your assistance

Yours faithfully,

*Helen Walker*

**Manager**