

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Acknowledgment of Spouse Driver Addition

Dear [Employee Name],

This letter is to formally acknowledge that your request to add your spouse, [Spouse's Full Name], as an authorized driver for your company-issued vehicle has been processed and approved.

We have updated our records to include [Spouse's Full Name] under the company's fleet insurance policy, effective as of [Effective Date].

Please note that the following conditions apply:

- The spouse must maintain a valid driver's license at all times.
- The vehicle must be operated in accordance with the Company Vehicle Policy.
- Any accidents or traffic violations involving the spouse must be reported to the HR or Fleet Department immediately.

Please find attached the updated insurance identification card. We recommend keeping a copy of this letter and the insurance card in the vehicle at all times.

If you have any questions regarding this update, please contact the [Department Name] at [Phone Number/Email].

Sincerely,

[Authorized Signature]
[Name of Sender]
[Title/Position]