

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

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

RE: Policy Change and Addition of New Driver to Policy Number: [Your Policy Number]

Dear Customer Service Department,

I am writing to request a formal change to my current insurance policy. I would like to add a new driver to my coverage effective as of [Start Date].

Please find the details of the additional driver below:

- **Full Name:** [New Driver Name]
- **Date of Birth:** [Date of Birth]
- **Driver's License Number:** [License Number]
- **State of Issuance:** [State]
- **Relationship to Policyholder:** [e.g., Spouse, Child, Roommate]

In addition to adding this driver, I would also like to request the following policy adjustments:
[List any other changes, such as adding a vehicle or changing coverage limits, or type "N/A"].

Please update my policy records and provide me with a revised insurance certificate and a statement reflecting any changes in my premium amount. If there are additional forms required to finalize this request, please send them to my email or mailing address listed above.

Thank you for your assistance with this update.

Sincerely,

[Your Signature]
[Your Printed Name]