

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

[Date]

[Insurance Company Name]
[Agent Name or Department]
[Address]
[City, State, Zip Code]

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

Dear [Agent Name or Customer Service Team],

I am writing to formally request the addition of a new driver to my existing automobile insurance policy. Please find the details for the additional driver below:

- **Full Name:** [Teen Driver's Full Name]
- **Date of Birth:** [MM/DD/YYYY]
- **Driver's License Number:** [License Number]
- **State of Issuance:** [State]
- **Date License Issued:** [MM/DD/YYYY]

I would also like to inquire about any potential discounts for which this new driver may be eligible, such as a "Good Student Discount" (documentation attached) or completion of a certified driver's education course.

Please provide me with an updated declarations page and a summary of the adjusted premium costs following this change. If you require any additional documentation or forms to complete this process, please let me know at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]