

Current Date: [Insert Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Policy Number [Insert Policy Number]

Dear [Policyholder Name],

We have received your request to add a teen driver to your existing automobile insurance policy. To complete this addition and ensure all applicable discounts are applied, please provide the following documentation:

- **Driver's License:** A clear copy of the teen driver's valid permanent operator's license.
- **Driver Training Certificate:** Proof of completion from a state-certified driver's education course.
- **Good Student Verification:** A copy of the most recent report card or a signed letter from the school registrar confirming a grade point average of 3.0 (B) or higher.
- **Vehicle Assignment:** Confirmation of which vehicle the teen will primarily operate, if applicable.

Please submit these documents by [Insert Deadline Date] via one of the following methods:

- Email: [Insert Email Address]
- Fax: [Insert Fax Number]
- Online Portal: [Insert Website URL]

Failure to provide this information may result in a delay in coverage or the removal of potential premium discounts. If you have any questions, please contact your agent at [Insert Phone Number].

Sincerely,

[Agent Name/Company Name]

[Department Name]

[Contact Information]