

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Subject: Next Steps for Adding a Teen Driver to Your Policy

Dear [Parent/Guardian Name],

Congratulations on your teen reaching this new milestone! Now that [Teen Driver Name] has been added to your auto insurance policy, please review the following next steps and requirements to ensure your coverage remains active and accurate.

1. Provide License Documentation

Please send us a clear photo or scan of [Teen Driver Name]'s permanent driver's license. We must have the license number and issue date on file.

2. Driver Training Certification

If your teen has completed a state-approved Driver's Education course, please provide the certificate of completion. This may qualify your policy for a premium discount.

3. Good Student Discount

If your teen maintains a "B" average (3.0 GPA) or higher, they may be eligible for a Good Student Discount. Please submit a copy of their most recent report card or a signed letter from the school administrator.

4. Review Vehicle Assignment

Please confirm which vehicle [Teen Driver Name] will be primarily driving. This assignment can significantly impact your premium costs.

5. Review Policy Limits

Adding a high-risk driver is a good time to review your liability limits and consider an Umbrella Policy for additional protection. Contact us if you would like a quote for higher coverage.

Please submit the requested documents by [Due Date] via email at [Email Address] or through our mobile app.

If you have any questions, please contact our office at [Phone Number]. Safe driving!

Sincerely,

[Agent Name]

[Agency Name]