

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Insurance Company Name]
[Insurance Company Address]

Subject: Request to Add Spouse as Named Insured - Policy Number: [Your Policy Number]

To Whom It May Concern,

I am writing to formally request an endorsement to my personal automobile insurance policy, [Policy Number], to add my spouse as a named insured.

Please find the details for my spouse below:

- **Full Name:** [Spouse's Full Name]
- **Date of Birth:** [Spouse's DOB]
- **Driver's License Number:** [License Number]
- **State of Issuance:** [State]
- **Social Security Number (if required):** [SSN]

I would like this change to be effective as of [Requested Effective Date].

Please let me know if there are any changes to my premium as a result of this addition. Once the endorsement has been processed, please send a copy of the updated Declarations Page and new insurance ID cards to the address on file.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]