

Date: [Insert Date]

Policyholder Name: [Insert Name]

Policy Number: [Insert Policy Number]

Subject: Policy Coverage Update and Teen Driver Endorsement

Dear [Insert Policyholder Name],

This letter serves as official notification regarding an update to your insurance policy and the successful addition of a new driver to your coverage.

New Driver Details:

- **Name:** [Insert Teen Driver Name]
- **Date of Birth:** [Insert DOB]
- **License Number:** [Insert License Number]
- **Effective Date:** [Insert Date]

Policy Changes:

With the addition of a teen driver, your policy has been updated to reflect the "Teen Driver Endorsement." This endorsement ensures that the new driver is fully covered under your existing liability and property damage limits while operating the vehicles listed on your policy.

Premium Adjustment:

As a result of this change, your premium has been adjusted to [Insert New Amount]. This change will take effect on your next billing cycle dated [Insert Billing Date].

Discounts Applied:

We have applied the following discounts to help offset the premium increase (if applicable):

- [e.g., Good Student Discount]
- [e.g., Driver Training Completion Discount]

Please review the attached updated Declarations Page for a full summary of your coverages and limits. If you have any questions regarding these changes, please contact your agent at [Insert Phone Number].

Sincerely,

[Insert Agent/Company Name]

[Insert Title]

[Insert Contact Information]