

[Date]

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

**RE: Vehicle Assignment Update for Policy #[Your Policy Number]**

To Whom It May Concern,

I am writing to formally request an update to the vehicle assignments on my auto insurance policy following the addition of a teen driver.

Please assign the drivers to the following vehicles effective [Date of Change]:

- **Primary Driver:** [Teen Driver Full Name]
- **Assigned Vehicle:** [Year, Make, Model of Vehicle]
- **VIN:** [Vehicle Identification Number]
  
- **Primary Driver:** [Adult Driver Full Name]
- **Assigned Vehicle:** [Year, Make, Model of Vehicle]
- **VIN:** [Vehicle Identification Number]

Please provide a revised declaration page reflecting these changes and any adjustments to the premium. If you require additional documentation or have questions, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Mailing Address]