

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Insurance Agent Name (if known)]
[Insurance Company Address]
[City, State, Zip Code]

Subject: Request to Add a New Driver to Policy #[Your Policy Number]

Dear [Insurance Company/Agent Name],

I am writing to formally request the addition of a new driver to my existing automobile insurance policy, effective as of [Date].

Please find the details of the additional driver below:

- **Full Name:** [New Driver's Full Name]
- **Date of Birth:** [Month/Day/Year]
- **Driver's License Number:** [License Number]
- **State of Issuance:** [State]
- **Relationship to Policyholder:** [e.g., Spouse, Child, Roommate]

Please let me know if there are any changes to my premium or if you require additional documentation, such as a copy of the driver's license or a driving record.

I look forward to receiving the updated policy documents and proof of insurance reflecting this change.

Sincerely,

[Your Signature]

[Your Printed Name]