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

[Date]

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

RE: Request to Add Driver to Policy Number: [Your Policy Number]

To Whom It May Concern,

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

Please find the details of the driver to be added 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 update my policy to include this driver and inform me of any changes to my premium. If you require additional documentation, such as a copy of the driver's license or driving record, please let me know.

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

Sincerely,

[Your Signature]

[Your Printed Name]