Current Date: [Insert Date]

[Policyholder Name]
[Street Address]
[City, State, Zip Code]

Subject: Requirement to Add Licensed Household Resident to Policy No: [Policy Number]

Dear [Policyholder Name],

Our records indicate that a member of your household, [Teen Driver Name], has recently reached legal driving age or has obtained a driver's license.

Per the terms of your auto insurance policy, all licensed residents living in your household must be disclosed and rated on your policy. To ensure continued coverage and compliance with your policy agreement, please provide the following information regarding the new driver:

- Full Name (as it appears on license)
- Date of Birth
- Driver's License Number
- Date License was Issued

Please submit this information by [Insert Deadline Date]. You may provide these details by contacting your agent at [Phone Number], visiting our online portal, or replying to this letter.

Failure to add a licensed household member may result in a denial of claims or the cancellation of your policy. Please note that adding a teen driver will likely result in a change to your premium amount.

If [Teen Driver Name] does not reside at this address or is already insured under a separate policy, please provide us with proof of residency or a copy of their current insurance declarations page so we may update our records accordingly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Representative Name]
[Company Name]
[Contact Information]