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

[Date]

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

RE: Addition of Spouse to Policy #[Your Policy Number]

Dear Customer Service Department,

I am writing to formally request the addition of my spouse to my existing automobile insurance policy, effective as of [Date of Marriage or Requested Effective Date].

Please find my spouse's information below:

- **Full Name:** [Spouse's Full Name]
- **Date of Birth:** [Spouse's DOB]
- **Driver's License Number:** [Spouse's License Number]
- **State of Issuance:** [State]
- **Social Security Number:** [Spouse's SSN - Optional]

I have enclosed a copy of our marriage certificate and my spouse's driving record for your review. Please update my policy to reflect these changes and provide me with an updated insurance card and a summary of any changes to my premium.

If you require any additional information or documentation to complete this request, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]