[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 Newly Licensed Driver to Policy #[Your Policy Number]

Dear Customer Service Department,

I am writing to formally request the addition of a newly licensed driver to my existing automobile insurance policy. Please find the details for the new 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]
- **Date License Issued:** [Date]
- **Relation to Policyholder:** [e.g., Son, Daughter, Spouse]

Please update my policy to include this driver effective as of [Requested Effective Date].

I understand that adding a driver may result in a change to my premium. Please provide me with an updated declarations page and an invoice reflecting the adjusted balance. If there are any specific discounts available for new drivers, such as a "Good Student Discount," please let me know what documentation is required.

If you need any further information or have additional forms for me to sign, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]