Date: [Insert Date]

To: [Insurance Company Name]
Address: [Company Address]
Policy Number: [Your Policy Number]

Subject: Request to Add a New Driver to Policy

Dear Customer Service Team,

I am writing to request the addition of a new driver to my current auto insurance policy. Please find the required information for the additional driver below:

- **Full Name:** [Full Name of New Driver]
- **Date of Birth:** [MM/DD/YYYY]
- **Driver's License Number:** [License Number]
- **State of Issuance:** [State]
- **Relationship to Policyholder:** [e.g., Spouse, Child, Roommate]
- **Date License Was First Issued:** [Year or Date]
- **Social Security Number:** [Insert SSN if required]

Please let me know if there are any changes to my premium or if you require further documentation to complete this request.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]