

[Current Date]

[Insurance Company Name]

[Policy Department]

[Company Address]

[City, State, Zip Code]

Subject: Notification of Life Event - Addition of Teen Driver to Policy #[Policy Number]

To Whom It May Concern,

I am writing to formally notify you of a recent life event regarding my auto insurance policy. I would like to add a new driver to my coverage effective as of [Date].

The details for the new driver are as follows:

- **Full Name:** [Teen Driver's Full Name]
- **Date of Birth:** [MM/DD/YYYY]
- **Driver's License Number:** [License Number]
- **Date of Licensure:** [Date License was Issued]

Please adjust my policy to include this driver and provide an updated declaration page reflecting the new premium amount. If there are any specific "Good Student" discounts or safe driving programs available for teen drivers, please apply them to my account or send me the necessary application forms.

Please confirm receipt of this request and let me know if any additional documentation is required.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]