

**Date:** [Insert Date]

**To:** [Insurance Company Name/Broker Name]

**Policy Number:** [Insert Policy Number]

**Subject: Driver Roster Update - Fleet Expansion**

Dear [Agent Name],

Please be advised that [Company Name] is expanding its commercial delivery fleet. As a result, we are requesting the addition of the following drivers to our commercial auto insurance policy effective [Effective Date].

**New Driver Details:**

- **Full Name:** [Driver 1 Full Name]
  - Date of Birth: [DOB]
  - License Number: [License #]
  - State of Issue: [State]
  - Years of Commercial Experience: [Years]
  
- **Full Name:** [Driver 2 Full Name]
  - Date of Birth: [DOB]
  - License Number: [License #]
  - State of Issue: [State]
  - Years of Commercial Experience: [Years]

Attached to this letter, please find the Motor Vehicle Reports (MVRs) and copies of the driver's licenses for each individual listed above for your review.

Please confirm once these drivers have been officially added to the policy and provide an updated certificate of insurance if applicable. If there are any adjustments to our premium or if further documentation is required, please let us know immediately.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]