

[Current Date]

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

RE: New Addition to Family - Policy Update and Referral

To Whom It May Concern,

I am writing to formally notify you of a new addition to my family. We recently welcomed a [son/daughter], [Child's Full Name], born on [Date of Birth].

I would like to add [Child's Name] to my current insurance policy, [Policy Number], effective as of their date of birth. Please find the necessary birth documentation attached to this letter.

Additionally, I am requesting a referral for [Child's Name] to see a pediatrician. We would like to be referred to:

Provider Name: [Doctor's Name]
Clinic Name: [Clinic/Hospital Name]
Address: [Clinic Address]

Please confirm once the policy has been updated and the referral has been processed. If there are additional forms required, please send them to my address on file or via email at [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Policy Number]