

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Policyholder Name]
[Address]
[City, State, Zip Code]

Re: Policy Number: [Policy Number]
Welcome Letter: New Driver Addition

Dear [Policyholder Name],

Congratulations on your new driver! We are writing to confirm that [Teen Driver Name] has been successfully added to your automobile insurance policy effective [Date].

Adding a teen driver is a major milestone, and we want to ensure your family stays protected on the road. Along with this update, we have included an updated Insurance ID card and a summary of your revised coverage limits and premiums.

Safe Driver Opportunities:

- **Good Student Discount:** If [Teen Driver Name] maintains a "B" average or higher, you may be eligible for a premium discount. Please send us a copy of the most recent report card.
- **Driver Training:** Completion of a certified driver's education course may qualify you for further savings.
- **Telematics Programs:** We offer mobile apps that monitor safe driving habits to help lower your rates over time.

Please review the attached documents carefully. If you have any questions regarding your new premium or wish to discuss higher liability limits for your changing household, please contact us at [Phone Number].

Drive safely,

[Agent Name/Signature]
[Agency Name]