

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

[Date]

[Parent/Policyholder Name]
[Street Address]
[City, State, Zip Code]

Re: Addition of Newly Licensed Driver to Policy #[Policy Number]

Dear [Parent/Policyholder Name],

Congratulations to [Teen Driver Name] on receiving their driver's license! We are pleased to confirm that they have been officially added to your auto insurance policy effective [Date].

Enclosed you will find your updated policy documents and new insurance identification cards. Please ensure that a copy of the insurance card is kept in the vehicle that [Teen Driver Name] will be operating.

To help manage your new premium, we want to remind you of potential discounts available for teen drivers:

- **Good Student Discount:** Available if the driver maintains a "B" average or higher.
- **Driver Training:** Discounts for completing approved driver education courses.
- **Student Away at School:** For students residing more than 100 miles from home without a vehicle.
- **Telematics Programs:** Safe driving apps that can lower rates based on performance.

Safety is our top priority. We encourage you to discuss the importance of seatbelt use, following speed limits, and avoiding distractions like mobile phones while behind the wheel.

If you have any questions regarding your new coverage or would like to review your policy limits, please contact us at [Phone Number] or [Email Address].

Safe driving,

[Agent Name]
[Title]
[Agency Name]