

[Date]

[Policyholder Name]

[Address]

[City, State, Zip Code]

Subject: Welcome to Your Policy - Addition of [Young Driver Name]

Dear [Policyholder Name],

We are pleased to confirm that **[Young Driver Name]** has been successfully added to your auto insurance policy, effective [Effective Date].

Enclosed you will find the updated policy documents and new insurance identification cards. Please ensure that a copy of the insurance card is kept in the vehicle at all times.

Policy Details:

- Policy Number: [Policy Number]
- Driver Added: [Young Driver Name]
- Vehicle(s) Covered: [Vehicle Year/Make/Model]

Safe Driving Resources:

We are committed to helping young drivers stay safe on the road. We encourage you and [Young Driver Name] to review the safety tips included in this packet. You may also be eligible for additional discounts by completing a certified driver safety course or maintaining a "B" average or higher in school.

If you have any questions regarding these changes or would like to discuss your coverage limits, please contact us at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Company Name]. Drive safely!

Sincerely,

[Agent Name/Company Representative]

[Company Name]