

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

[Date]

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

Re: Addition of [Teen Driver Name] to Policy #[Policy Number]

Dear [Policyholder Name],

Welcome to the next milestone in your household! We have successfully added [Teen Driver Name] to your auto insurance policy effective [Date].

Adding a new driver is a significant change, and we want to ensure you have the best protection at the best possible rate. Attached you will find the updated ID cards and an outline of your new premium details.

To help manage your costs, please let us know if [Teen Driver Name] qualifies for any of the following discounts:

- **Good Student Discount:** For students maintaining a "B" average or higher.
- **Student Away at School:** For students living more than 100 miles from home without a vehicle.
- **Driver Training:** For completing an approved driver education course.

Safety is our top priority. We encourage you to discuss safe driving habits and the importance of avoiding distractions while behind the wheel.

If you have any questions regarding these changes or would like to review your coverage limits, please call us at [Phone Number] or email us at [Email Address].

Sincerely,

[Agent Name]
[Agency Name]