

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Policy Amendment - Addition of Newly Licensed Driver
Policy Number: [Your Policy Number]

Dear Customer Service Department,

I am writing to request an amendment to my existing automobile insurance policy to include a new driver residing in my household. Please add the following individual to my coverage effective as of [Date]:

Driver Full Name: [Teen's Full Name]
Date of Birth: [Month/Day/Year]
Driver's License Number: [License Number]
State of Issue: [State]
Date License Issued: [Date]

Please let me know if this addition qualifies for any specific discounts, such as a "Good Student Discount," as the driver currently maintains a [Grade Point Average] GPA. I have attached a copy of their [Driver's License / Academic Transcript] for your records.

Please provide an updated declarations page and notification of any changes to my premium amount. You may send the updated documents via [Email/Postal Mail].

Thank you for your assistance with this update.

Sincerely,

[Your Signature]

[Your Printed Name]