

[Date]

[Parent Name]

[Teen Driver Name]

[Street Address]

[City, State, Zip Code]

Dear [Parent Name] and [Teen Driver Name],

Welcome to [Insurance Agency Name]! We are excited to have you with us and are committed to helping your family stay safe on the road.

Adding a new driver to a policy is a significant milestone. To help you get started, we have enclosed the following documents:

- Updated Insurance Identification Cards
- Your Revised Policy Declaration Page
- A Guide to Safe Driving Tips for Teens
- Information on our Good Student Discount program

**Policy Details:**

Policy Number: [Policy Number]

Effective Date: [Date]

Insured Vehicle(s): [Year, Make, Model]

We encourage [Teen Driver Name] to download our mobile app, which provides digital ID cards and easy access to roadside assistance should any emergencies arise.

If you have any questions regarding your coverage, discounts, or how to report a claim, please call us at [Phone Number] or visit our website at [Website URL].

Drive safely!

Sincerely,

[Agent Name]

[Insurance Agency Name]