

Dear [Insurance Company Name],

Subject: Request to Add a New Driver to Policy #[Your Policy Number]

I am writing to request an update to my existing auto insurance policy to include a new driver in my household. Please find the details for the additional driver below:

- **Full Name:** [Teen's Full Name]
- **Date of Birth:** [MM/DD/YYYY]
- **Driver's License Number:** [License Number]
- **Date Licensed:** [MM/DD/YYYY]

Please assign this driver to the following vehicle(s) on the policy:

- [Vehicle Year, Make, and Model]

Additionally, I would like to inquire if the new driver is eligible for any of the following discounts:

- Good Student Discount (Current GPA: [GPA])
- Driver Training/Driver's Education Completion
- Student Away at School (if applicable)

Please provide me with an updated declarations page and a summary of the adjusted premium. You may send the documents via email at [Your Email Address] or by mail to the address on file.

Thank you for your assistance with this update.

Sincerely,

[Your Name]
[Your Phone Number]