

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

[Date]

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

Subject: Confirmation and Thank You - Addition of Teen Driver to Policy #[Policy Number]

Dear [Agent Name],

I am writing to thank you for your assistance in adding my teenager, [Teenager's Name], to my auto insurance policy. I appreciate the time you took to explain the updated coverage options and for helping us find a rate that fits our budget.

Thank you also for providing information regarding [mention any specific discounts, e.g., Good Student Discounts or Driver Training credits]. We have reviewed the updated policy documents and the new proof of insurance cards you sent.

We value the professional service you provide and look forward to our continued relationship with [Insurance Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]