

# Request to Add Named Driver to Insurance Policy

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I hope this message finds you well. I am writing to formally request the addition of a named driver to my current auto insurance policy with your company.

The details of the named driver are as follows:

- **Name:** [Driver's Name]
- **Date of Birth:** [Driver's Date of Birth]
- **Driver's License Number:** [Driver's License Number]
- **Relationship to Policyholder:** [Your Relationship]

My policy number is [Your Policy Number], and I would appreciate it if you could process this request at your earliest convenience. Please let me know if you require any additional information or documentation.

Thank you for your assistance.

Sincerely,

[Your Name]