

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Renewal of Academic Excellence Auto Insurance Discount

Dear [Policyholder Name],

Your current auto insurance policy is approaching its renewal date. We are pleased to inform you that you may continue to be eligible for our Academic Excellence Discount for the upcoming policy term.

To maintain this discount on your policy, we require updated proof of academic standing for [Student Name]. Please provide one of the following documents:

- A copy of the most recent report card.
- A current school transcript.
- A letter from the school registrar confirming a GPA of [Required GPA] or higher.
- Proof of inclusion on the Dean's List or Honor Roll.

Please submit this documentation by [Due Date] to ensure the discount is applied to your new policy premium. You can send the documents via email to [Email Address], upload them through our mobile app, or mail them to our local office.

If you have any questions regarding your eligibility or the renewal process, please contact your agent at [Phone Number].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Agent Name/Customer Service Department]

[Insurance Company Name]