

[Date]

[Policyholder Name]

[Street Address]

[City, State, Zip Code]

Subject: Annual Renewal - Action Required for Good Student Discount

Dear [Policyholder Name],

Your auto insurance policy for [Vehicle Year/Make/Model] is approaching its annual renewal on [Renewal Date]. We are pleased to continue offering your household the Good Student Discount, which helps lower your premium.

To maintain this discount for the upcoming policy term, we require updated proof of academic eligibility for [Student Name].

Please provide one of the following documents:

- A copy of the most recent report card or transcript.
- A letter from the school registrar confirming a Grade Point Average (GPA) of 3.0 (B average) or higher.
- Proof of inclusion on the Dean's List or Honor Roll.

You may submit this documentation by [Submission Deadline] via:

- Email: [Email Address]
- Fax: [Fax Number]
- Mail: [Mailing Address]

If we do not receive the updated documentation by the deadline, the Good Student Discount will be removed from your policy, resulting in an increase in your renewal premium.

Thank you for choosing [Insurance Company Name]. If you have any questions, please contact your agent at [Phone Number].

Sincerely,

[Agent Name/Company Representative]

[Insurance Company Name]