

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Re: Dean's List / Good Student Discount Renewal for Policy: [Policy Number]

Dear [Policyholder Name],

Congratulations on your continued academic success! We are writing to remind you that it is time to renew the Good Student Discount on your automobile insurance policy.

To maintain your current discounted rate for the upcoming term, please provide one of the following documents for [Student Name]:

- A copy of the most recent official transcript.
- A Dean's List certificate or letter from the Registrar.
- A grade report showing a GPA of 3.0 (B average) or higher.

Please submit this documentation by [Due Date] via one of the following methods:

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

If we do not receive the required documentation by the date listed above, the discount will be removed from your policy effective [Effective Date], which may result in an increase in your premium.

If you have already sent this information or if you have any questions, please contact your agent at [Agent Phone Number].

Sincerely,

[Agent/Company Name]

[Department Name]