

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

Subject: Renewal of Good Student Discount - Policy #[Policy Number]

Dear [Policyholder Name],

We are pleased to see that [Student Name] continues to excel academically. We are currently reviewing your auto insurance policy for its upcoming renewal on [Renewal Date].

To maintain the **Good Student Discount** on your premium, we require updated proof of scholastic standing. This discount applies to full-time students who maintain a "B" average (3.0 GPA) or higher.

Please provide one of the following documents for the most recent grading period:

- An official report card
- A certified school transcript
- A letter signed by a school administrator confirming current GPA

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 verification by the date requested, the discount will be removed from your upcoming renewal, which may result in an increase in your premium. Once the documents are processed, the discount will be applied to your new policy term.

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

Sincerely,

[Agent/Representative Name]

[Insurance Company Name]