

[Date]

[Policyholder Name]

[Address Line 1]

[City, State, Zip Code]

**Subject: Renewal of Good Student Premium Reduction - Policy #[Policy Number]**

Dear [Policyholder Name],

We are pleased to continue supporting the academic achievements of the student(s) on your auto insurance policy. Our Good Student Premium Reduction is currently applied to your policy, providing a discount for maintaining a high grade point average.

To ensure this discount remains active for the upcoming policy term, we require updated proof of scholastic standing for [Student Name].

Please provide one of the following documents dated within the last 60 days:

- A current official transcript or report card.
- A letter signed by a school administrator confirming a B average (3.0 GPA) or higher.
- Proof of inclusion on the Dean's List or Honor Roll.

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 verification by the date listed above, the Good Student Premium Reduction will be removed from your policy, which may result in an increase in your premium.

Thank you for your prompt attention to this matter. If you have any questions, please contact your agent or our customer service department at [Phone Number].

Sincerely,

[Name/Department]

[Insurance Company Name]