

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Renewal of Youth Driver Academic Discount - Policy #[Policy Number]

Dear [Policyholder Name],

We are writing to remind you that it is time to renew the Academic Discount for the youth driver(s) listed on your auto insurance policy. To continue receiving this premium reduction, we require updated proof of academic standing for [Student Name].

To qualify for the renewal, the student must meet one of the following criteria:

- Maintain a grade point average (GPA) of 3.0 (B) or higher.
- Rank in the top 20% of their class.
- Be included on the Dean's List or Honor Roll.

Please submit one of the following documents to our office by [Due Date]:

- A copy of the most recent official report card.
- A letter signed by a school administrator on official letterhead.
- A current transcript.

You may submit these documents via email at [Email Address], by fax at [Fax Number], or by mail to the address listed above. If we do not receive the documentation by the specified date, the discount will be removed from your policy effective [Effective Date].

If you have any questions or if the student is no longer enrolled in school, please contact your agent at [Phone Number].

Sincerely,

[Agent Name]

[Insurance Company Name]