

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Insurance Company Name]
[Agent Name or Department]
[Insurance Company Address]
[City, State, Zip Code]

Subject: Request for Student Away at School Discount - Policy #[Your Policy Number]

Dear [Insurance Agent Name],

I am writing to request a "Student Away at School" discount for the driver listed below on my auto insurance policy:

Student Name: [Student Full Name]
Date of Birth: [Student Date of Birth]
College/University: [Name of School]
School Address: [City and State of School]

The student named above is currently enrolled as a full-time student and is residing at the school address listed above, which is more than [100/your company requirement] miles away from our primary residence. The vehicle [Year/Make/Model] remains at our home address and the student will not have regular access to a vehicle while at school.

I have attached [Proof of Enrollment / Tuition Receipt] as verification of their current student status.

Please review my policy and apply any applicable discounts to my premium. Please send me a confirmation once the adjustment has been made or let me know if any further documentation is required.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]