

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

[Date]

[Insurance Company Name]  
[Insurance Agent Name (if applicable)]  
[Insurance Company Address]  
[City, State, Zip Code]

**RE: Policy Update - Student Status and Vehicle Location**

Policy Number: [Your Policy Number]

Dear [Insurance Agent Name or Customer Service Department],

I am writing to provide an update regarding the status of the vehicle covered under the above-mentioned policy. I am currently enrolled as a student at [University Name] for the [Semester/Year] term.

Please update my policy records with the following information:

- **Student Status:** Full-time Undergraduate/Graduate
- **Primary Vehicle Location:** [University Address or Off-Campus Housing Address]
- **Estimated Annual Mileage:** [Number] miles

Additionally, I would like to inquire if I am eligible for any of the following discounts based on my student status:

- Good Student Discount (I have attached my most recent transcript/report card showing a GPA of [Your GPA]).
- Student Away at School Discount (The vehicle will remain at my permanent residence while I am at school).

Please review my policy and inform me of any changes to my premium or coverage. If you require further documentation, such as proof of enrollment, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]