

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

[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Subject: Notification of Out-of-State College Student Driver Status

To Whom It May Concern,

I am writing to update the status of a driver listed on my auto insurance policy, [Name of Student Driver].

As of [Date], this driver will be attending [Name of College/University] located in [City, State]. This location is more than 100 miles away from our primary residence. During the school semester, the student will reside at school and [will / will not] have a vehicle registered under this policy in their possession.

Based on this change in residence and vehicle access, I would like to request an adjustment to my policy premium. Please review my account for any "Student Away at School" discounts or coverage reclassifications that may apply.

Attached is a copy of the student's [enrollment verification / tuition bill] as proof of attendance.

Please confirm once this adjustment has been processed and provide an updated summary of my premium and coverage. If you require further information, please contact me at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]