

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

[Date]

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

**RE: Request for Student Away From Home Discount - Policy #[Your Policy Number]**

To Whom It May Concern,

I am writing to request a premium reduction on my auto insurance policy for my dependent, [Student's Name], who is currently enrolled as a full-time student at [Name of School/University].

As of [Date], [Student's Name] is residing at school, which is located at [City, State of School]. This location is approximately [Number] miles away from our primary residence. While at school, [Student's Name] does not have a vehicle and will only be driving the insured vehicles during holiday breaks or occasional visits home.

I have attached [Proof of Enrollment/Tuition Bill/Transcript] to verify their student status and residence location. Please apply the "Student Away from Home" discount or any applicable premium credit to my policy effective [Start Date of Semester].

Please let me know if you require any additional information to process this request. I look forward to receiving confirmation of the adjusted premium.

Sincerely,

[Your Signature]

[Your Printed Name]