[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notification of Eligibility for Alarm System Premium Discount

Dear [Customer Name],

We are pleased to inform you that based on our recent records, your property located at [Property Address] may be eligible for a discount on your insurance premium due to the installation of a qualifying alarm system.

To apply this discount to your policy, please provide us with the following documentation:

- A copy of your monitoring contract or a certificate of installation.
- Proof of central station monitoring (if applicable).
- The expiration date of your current monitoring agreement.

Once we receive and verify these documents, we will adjust your premium accordingly and issue a revised policy statement reflecting your savings.

Please submit the required documents via email to [Email Address] or mail them to our office at the address listed above.

If you have any questions regarding your eligibility or the documentation required, please contact your agent at [Phone Number].

Sincerely,

[Sender Name]
[Title]
[Company Name]