[Company Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Policyholder Name]
[Street Address]
[City, State, Zip Code]

Subject: Update Regarding Your Policy Discount for Protective Devices

Dear [Policyholder Name],

We are writing to provide an update regarding the discounts applied to your insurance policy [Policy Number] for your fire and burglar alarm systems.

To ensure you continue receiving the maximum credit for your protective devices, we require a current Alarm Monitoring Certificate. This document confirms that your systems are monitored by a central station and are in good working order.

What we need from you:

- A copy of your most recent alarm monitoring contract or certificate.
- Confirmation of the type of service (Fire, Burglary, or both).

Please submit these documents by [Due Date] to avoid any changes to your current premium discount. You may send them via email to [Email Address] or by mail using the address listed above.

If you have recently upgraded your system or switched providers, please let us know, as you may be eligible for additional savings.

Thank you for choosing [Company Name]. We appreciate your business and your commitment to property safety.

Sincerely,

[Agent Name/Department]
[Company Name]