

[Current Date]

[Policyholder Name]

[Policyholder Address]

[City, State, Zip Code]

Subject: Renewal Requirement for Senior Citizen Defensive Driving Discount

Dear [Policyholder Name],

Our records indicate that your current senior citizen defensive driving discount is set to expire on [Expiration Date]. To continue receiving this discount on your auto insurance policy, you must complete a state-approved defensive driving refresher course.

To ensure your discount remains active without interruption, please follow these steps:

- Enroll in and complete a certified senior defensive driving course.
- Obtain your Certificate of Completion.
- Submit a copy of the certificate to our office by [Deadline Date].

You may submit your certificate via the following methods:

Email: [Email Address]

Fax: [Fax Number]

Mail: [Mailing Address]

Once we receive and verify your certificate, the discount will be applied to your next policy term. If you have already completed a course recently, please disregard this notice and send us your certificate as soon as possible.

If you have any questions regarding approved course providers or your policy, please contact us at [Phone Number].

Sincerely,

[Sender Name/Department]

[Insurance Company Name]