

FINAL NOTICE

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Policy Number: [Insert Policy Number]

Subject: Final Notice - Expiration of Senior Defensive Driving Discount

Dear [Customer Name],

Our records indicate that we have not yet received your updated certificate of completion for a state-approved Defensive Driving Course. As a result, your **Senior Citizen Defensive Driving Discount** is scheduled to expire on [Expiration Date].

To maintain your discounted premium rate, you must complete a refresher course and submit your new certificate to our office immediately. Failure to provide this documentation by the date listed above will result in the removal of the discount from your auto insurance policy, which will increase your premium amount.

Action Required:

- Complete an approved 6-hour or refresher Defensive Driving Course.
- Send a copy of your certificate to: [Email Address/Fax Number/Mailing Address].

If you have already sent your certificate, please disregard this notice as it may still be in processing.

If you have any questions or need assistance finding an approved course provider, please contact our customer service department at [Phone Number].

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]