

Date: [Insert Date]

[Customer Name]

[Address Line 1]

[City, State, Zip Code]

Subject: FIRST NOTICE: Senior Citizen Defensive Driving Discount Renewal

Dear [Customer Name],

Our records indicate that your current Senior Citizen Defensive Driving insurance discount is set to expire on **[Expiration Date]**. To continue receiving this premium reduction on your auto insurance policy, you are required to complete a state-approved defensive driving refresher course.

To maintain your eligibility without interruption, please follow these steps:

- Enroll in and complete an accredited Senior Defensive Driving course.
- Obtain your Certificate of Completion.
- Submit a copy of the certificate to our office via mail or email at [Email Address].

If we do not receive your updated certificate by **[Deadline Date]**, the discount will be removed from your policy, which may result in an increase in your premium.

If you have already completed the course and sent in your certificate, please disregard this notice.

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

Sincerely,

[Agent Name/Company Name]

[Department Name]

[Contact Information]