

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

[Insurance Company Name]
[Agent Name or Department]
[Address]
[City, State, Zip Code]

RE: Missing Certificate for Senior Citizen Defensive Driving Discount Renewal
Policy Number: [Your Policy Number]

Dear [Agent Name or Customer Service Department],

I am writing to notify you that I have successfully completed the required Senior Citizen Defensive Driving Course to renew the safe driver discount on my auto insurance policy.

Unfortunately, I have not yet received the official certificate of completion from the course provider. I have contacted them to request a copy, and I expect to receive it shortly.

In the meantime, please find the following details regarding the course:

- Course Name: [Name of Course]
- Date of Completion: [Date]
- Course Provider: [Name of Organization]

I request that you allow a grace period for my discount to remain active while I wait for the physical document to arrive. I will forward the certificate to your office as soon as it is in my possession.

Thank you for your assistance and understanding.

Sincerely,

[Your Signature]
[Your Printed Name]