

[Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Reminder: Senior Citizen Defensive Driving Discount Renewal

Dear [Customer Name],

We are writing to inform you that your current Senior Citizen Defensive Driving discount on your auto insurance policy is set to expire on **[Expiration Date]**.

To continue receiving this premium reduction, you must complete a state-approved motor vehicle accident prevention course every [Number] years. Maintaining this certification not only helps keep you safe on the road but also ensures you continue to receive your [Percentage]% discount.

How to renew your discount:

- Enroll in and complete an approved Senior Defensive Driving course (available in-person or online).
- Once completed, obtain your Certificate of Completion.
- Send a copy of the certificate to our office via email at [Email Address] or mail it to the address listed above.

To avoid any lapse in your discount, please submit your certificate by **[Due Date]**. If we do not receive the updated documentation by this time, the discount will be removed from your policy effective [Effective Date].

If you have already completed a course recently or have questions regarding approved providers, please contact our office at [Phone Number].

Thank you for being a valued policyholder and for your commitment to safe driving.

Sincerely,

[Agent Name/Agency Name]

[Company Name]

[Phone Number]