

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Driving School]
[School Address]
[City, State, Zip Code]

Subject: Request for Driver Education Completion Certificate

Dear [Name of School or Administrator],

I am writing to formally request my official Driver Education Completion Certificate. I successfully completed the [Name of Course, e.g., Teen Driver Education / Defensive Driving] course at your institution on [Date of Completion].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Student ID/Enrollment Number: [Your ID Number, if applicable]
- Course Dates: From [Start Date] to [End Date]

I require this certificate for [Reason, e.g., my DMV driving test / insurance discount / license application]. Please let me know if there are any outstanding fees or additional steps I need to take to receive the document.

Please mail the certificate to the address listed above or inform me if I can collect it in person. If you can provide a digital copy via email, that would also be appreciated.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]