

Date: [Date]

To: [Graduate Name]

Address: [Graduate Address]

Subject: Defensive Driving Graduate Reward

Dear [Graduate Name],

Congratulations on successfully completing the [Name of Course] Defensive Driving Course. We are pleased to recognize your commitment to road safety and responsible driving.

As a reward for your achievement, you are eligible for the following benefit:

- **Reward:** [Insert Reward, e.g., 10% Insurance Premium Discount / Gift Card]
- **Reference Number:** [Insert Number]
- **Expiration Date:** [Insert Date]

To claim your reward, please [Insert Instructions, e.g., present this letter to your insurance agent / click the link below].

Thank you for doing your part to keep our roads safe. Drive safely!

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]