

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

[Date]

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

Re: Request for Premium Discount - Driver Education Completion

Policy Number: [Your Policy Number]

Dear [Agent Name or Customer Service Department],

I am writing to formally request a safety discount on my automobile insurance policy. I have recently completed a state-approved Driver Education course and have attached the official Certificate of Completion for your records.

Course Details:

Name of Course: [Name of Driving School or Course]  
Completion Date: [Date of Completion]  
Certificate Number: [Certificate Number]

Please review this information and apply any applicable "Good Driver" or "Driver Training" discounts to my policy premium. I would appreciate it if you could send me an updated policy statement reflecting the new rate.

If you require any additional information or further documentation, please contact me at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]

Enclosure: Driver Education Certificate of Completion