

[Sender Name/Company Name]  
[Sender Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[New Property Address]  
[City, State, Zip Code]

Subject: Confirmation of New Residence and Policy Transition

Dear [Recipient Name],

We are writing to officially confirm that your change of residence to the address listed above has been processed in our records, effective as of [Effective Date].

Regarding your [Policy Type, e.g., Homeowners/Renters] insurance, please note that your policy (Number: [Policy Number]) has been successfully transitioned to cover your new location. Below is a summary of the transition details:

- **New Coverage Address:** [New Property Address]
- **Transition Effective Date:** [Date]
- **Premium Adjustment:** [No change / Increase of \$Amount / Decrease of \$Amount]
- **Renewal Date:** [Date]

Please find the enclosed updated policy declaration page for your files. We recommend reviewing your coverage limits to ensure they align with the requirements of your new residence. If you have moved into a larger space or acquired new belongings, you may wish to adjust your coverage accordingly.

If you have any questions regarding this transition or need to update additional contact information, please contact our customer service department at [Phone Number] or [Email Address].

Thank you for your continued trust in [Company Name]. Congratulations on your new home.

Sincerely,

[Signature]  
[Sender Name]  
[Sender Title]