[Company Name]
[Policy Department]
[Company Address]
[City, State, Zip Code]

[Date]

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

Subject: Acknowledgment of Change of Address - Policy Number: [Policy Number]

Dear [Policyholder Name],

We are writing to formally acknowledge your request to update the mailing and/or property address on your homeowners insurance policy. This change has been processed and is now reflected in our records.

Updated Details:

- **Old Address:** [Previous Address]
- **New Address:** [New Property Address]
- **Effective Date:** [Date of Change]

Please find the enclosed Endorsement Page which officially amends your current policy. We recommend that you keep this document with your original policy folder. If your relocation involves a change in property characteristics that may affect your premium, a separate notification regarding rate adjustments will be sent to you shortly.

If you have any questions regarding this endorsement or if any of the information listed above is incorrect, please contact your insurance agent or our customer service department at [Phone Number].

Thank you for choosing [Company Name] for your insurance needs.

Sincerely,

[Name/Signature]
[Title]
[Company Name]