

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

[Date]

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

Subject: Notice of Change in Vehicle Garaging Location

To Whom It May Concern,

I am writing to formally notify you of a change in the garaging location for the vehicle insured under the policy mentioned above. I am currently a student at [College/University Name] and will be relocating for the upcoming school term.

Vehicle Information:

Year: [Year]
Make: [Make]
Model: [Model]
VIN: [VIN Number]

New Garaging Address:

[Street Address/Dorm Name]
[City, State, Zip Code]

Effective Date of Change: [Date]

Please update my policy records to reflect this new location. If this change results in a premium adjustment or if you require additional documentation, please let me know at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]