

[Date]

[Customer Name]

[New Street Address]

[City, State, Zip Code]

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

Dear [Customer Name],

This letter confirms that we have successfully updated the mailing and/or garaging address for your auto insurance policy as per your recent request.

Updated Information:

- **Previous Address:** [Old Street Address, City, State, Zip]
- **New Address:** [New Street Address, City, State, Zip]
- **Effective Date:** [Date of Change]

Please note that a change in your garaging address may result in an adjustment to your policy premium. You will find an updated Declarations Page attached to this letter reflecting these changes and any premium adjustments.

If you did not request this change, or if any of the information above is incorrect, please contact our customer service department immediately at [Phone Number] or via email at [Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Agent/Representative Name]

[Insurance Company Name]

[Company Phone Number]