

[Date]

[Policyholder Name]

[New Mailing Address]

[City, State, Zip Code]

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

Dear [Policyholder Name],

This letter is to confirm that we have successfully updated the address on your property insurance policy as per your recent request.

Updated Information:

- **Insured Property Address:** [New Property Address]
- **Mailing Address:** [New Mailing Address]
- **Effective Date of Change:** [Date]

Please review your updated policy documents, which are attached to this letter. We recommend keeping these for your records. If the property address itself has changed, please note that your premium or coverage terms may have been adjusted based on the new location.

If any of the information above is incorrect, or if you have any questions regarding your coverage, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name]

[Title/Department]

[Insurance Company Name]