[Date]

[Policyholder Name]
[Mailing Address]
[City, State, Zip Code]

Subject: Acknowledgment of Garaging Address Change

Dear [Policyholder Name],

This letter is to confirm that we have received and processed your request to update the garaging address for the vehicle(s) listed on your policy: [Policy Number].

Updated Information:

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

Please note that a change in the primary location where your vehicle is parked may result in an adjustment to your premium. If there is any change to your billing amount, you will receive a separate endorsement notice and an updated declarations page shortly.

We recommend that you review your policy documents to ensure all other information remains accurate. If you have any questions regarding this update or if the information above is incorrect, please contact our customer service department at [Phone Number] or [Email Address].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name/Department]
[Insurance Company Name]