[Date]

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

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

Dear [Policyholder Name],

This letter is to confirm that we have processed the update to the garaging address for your vehicle(s) as requested on [Date of Request]. Your records now reflect that the vehicle(s) are primarily kept at the following location:

[New Garaging Address]
[City, State, Zip Code]

Please be advised that changes to a garaging location can impact insurance risk assessments, including local traffic density and crime statistics. As a result of this update, your policy premium has increased by $[Amount].

The new total premium for the remainder of your current term is $[New Total Amount]. This change will be reflected in your next billing statement dated [Date].

We have enclosed an updated Policy Declarations page for your records. We recommend reviewing this document to ensure all information is accurate.

If you have any questions regarding this adjustment or your coverage, please contact our customer service department at [Phone Number] or visit our website at [Website].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name/Department]
[Insurance Company Name]