[Company Header/Logo]

[Date]

[Policyholder Name]
[Contact Person]
[Address line 1]
[City, State, Zip Code]

Subject: Acknowledgment of Fleet Garaging Location Update

Dear [Contact Name],

This letter serves as formal acknowledgment that we have received and processed your request to update the garaging address(es) for your commercial fleet under policy number [Policy Number].

The following location has been updated in our records:

Previous Address: [Old Address]
New Address: [New Address]
Effective Date: [Date of Change]

The following vehicle units are now registered at this location:

- [Vehicle VIN/Unit Number 1]
- [Vehicle VIN/Unit Number 2]
- [Vehicle VIN/Unit Number 3]

Please note that changes in garaging locations may result in an adjustment to your policy premium based on regional risk factors and local tax requirements. An updated policy declaration page reflecting these changes is attached for your records.

If any of the information above is incorrect, please contact your account representative immediately at [Phone Number] or via email at [Email Address].

Thank you for your continued business.

Sincerely,

[Sender Name]
[Title]
[Company Name]