[Company Name]
[Department Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Acknowledgment of Garaging Address Update - Policy #[Policy Number]

Dear [Policyholder Name],

This letter serves as formal confirmation that we have processed your request to update the garaging location for the vehicles listed on your insurance policy.

The following vehicles are now registered as being garaged at: **[New Garaging Address, City, State, Zip Code]**.

- [Vehicle 1: Year, Make, Model, VIN]
- [Vehicle 2: Year, Make, Model, VIN]
- [Vehicle 3: Year, Make, Model, VIN]

Please review your updated Policy Declarations Page, which is enclosed with this letter, to ensure all information is accurate. This change in location may result in an adjustment to your premium based on the risk profile of the new area. Any changes to your billing statement will be reflected in your next invoice.

If any of the information above is incorrect, or if you have any questions regarding how this move affects your coverage, please contact your agent or our customer service department at [Phone Number].

Thank you for choosing [Company Name].

Sincerely,

[Representative Name/Signature]
[Title]
[Company Name]

Enclosure: Updated Policy Declarations Page