[Company Name]
[Department Name]
[Company Address]
[City, State, Zip Code]

[Date]

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

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

Dear [Policyholder Name],

This letter is to formally acknowledge that we have received and processed your request to update the garaging address for the vehicle(s) insured under the aforementioned policy.

We have updated our records to reflect the following information:

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

Effective Date of Change: [Date]

We have also reviewed the Proof of Residency documents you provided. These documents have been verified and added to your policy file. Please be advised that a change in garaging location may result in an adjustment to your policy premium. You will receive a separate notification or an updated declarations page if there are any changes to your billing statement.

If any of the information above is incorrect, please contact our customer service department immediately at [Phone Number] or via email at [Email Address].

Thank you for keeping your policy information up to date.

Sincerely,

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