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

[Date]

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

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

Dear [Policyholder Name],

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

Updated Temporary Information:

- **Temporary Address:** [New Temporary Address, City, State, Zip]
- **Effective Date:** [Start Date]
- **Expected End Date:** [End Date/Ongoing]

Please review this information to ensure accuracy. This update may result in a premium adjustment based on the new location's rating factors. If there are any discrepancies or if the vehicle returns to its primary location sooner than expected, please notify us immediately.

An updated Policy Declarations page reflecting this change will be sent to you shortly.

If you have any questions regarding this update, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for choosing [Company Name].

Sincerely,

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