[Date]

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

Subject: Acknowledgment of Policy Endorsement - Garaging Address Update

Dear [Policyholder Name],

This letter serves as formal acknowledgment that we have processed your request to update the garaging address on your insurance policy, effective [Effective Date].

Updated Policy Information:

- **Policy Number:** [Policy Number]
- **Previous Garaging Address:** [Old Address]
- **New Garaging Address:** [New Address]

Please note that a change in the primary location where your vehicle is stored may result in an adjustment to your policy premium. Enclosed you will find your updated Policy Declarations Page reflecting this change and any resulting premium balance.

We recommend that you review the updated documents carefully. If any information is incorrect, or if you have further questions regarding this endorsement, please contact your agent or our customer service department at [Phone Number].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Sender Name/Department]
[Insurance Company Name]