[Company Header/Logo]

[Date]

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

Subject: Acknowledgment of Annual Mileage Update - Policy #[Policy Number]

Dear [Policyholder Name/Fleet Manager],

This letter is to formally acknowledge that we have received the annual mileage update for your commercial fleet, submitted on [Date of Submission].

Our records have been updated to reflect the reported mileage for the following reporting period: [Start Date] to [End Date]. The information provided for your [Number of Vehicles] vehicles is currently being reviewed by our underwriting department.

Please note the following:

- This update may result in an adjustment to your premium based on the actual usage reported.
- If any discrepancies are found during our review, a representative will contact you for clarification.
- You will receive a formal endorsement or an updated premium statement if there are changes to your current billing schedule.

No further action is required from you at this time. We appreciate your cooperation in maintaining accurate records for your commercial insurance policy.

If you have any questions regarding this acknowledgment, please contact your account manager at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Sender]
[Title]
[Insurance Company/Agency Name]