[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]

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

Dear [Policyholder Name],

This letter is to confirm that we have received and processed the updated annual mileage information for your personal auto insurance policy.

Based on the information provided, your estimated annual mileage for the following vehicle(s) has been updated in our records:

- [Vehicle Make/Model/Year]: [New Annual Mileage] miles
- [Vehicle Make/Model/Year]: [New Annual Mileage] miles

This update may result in a change to your policy premium. If there is an adjustment to your current rates, you will receive a revised declarations page and premium billing statement within [Number] business days.

Please note that it is important to notify us of any significant changes in your driving habits, such as a change in commute distance or vehicle usage, to ensure your coverage remains accurate.

If you have any questions regarding this update or your policy in general, please contact your agent at [Agent Phone Number] or visit our website at [Website URL].

Thank you for choosing [Insurance Company Name].

Sincerely,

[Name/Department]
[Insurance Company Name]