[Date]

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

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

Dear [Recipient Name],

This letter is to acknowledge that we have received your annual mileage update for the period of [Year].

We note that this information was submitted after the original deadline of [Original Deadline Date]. While we have accepted this late submission, please be advised that delayed reporting can result in adjustments to your premium or coverage terms as outlined in your agreement.

Your records have now been updated to reflect the reported mileage of [Number] miles. This information will be used to calculate your rates for the upcoming period.

In the future, please ensure that all requested documentation is submitted by the specified due date to avoid any potential lapse in benefits or administrative surcharges.

If you have any questions regarding this acknowledgment or how your mileage affects your policy, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Title]
[Company Name]