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

[Date]

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

Subject: Acknowledgment of Verified Odometer and Annual Mileage Update

Dear [Policyholder Name],

We are writing to confirm that we have received and processed your annual odometer reading for the following vehicle:

- **Vehicle Make/Model:** [Vehicle Description]
- **Vehicle Identification Number (VIN):** [VIN Number]
- **Policy Number:** [Policy Number]

Update Details:

- **Submitted Odometer Reading:** [Mileage] miles
- **Date of Reading:** [Date of Reading]
- **Calculated Annual Mileage:** [Annual Mileage] miles

Your records have been updated accordingly. This verified mileage will be used to ensure your policy rating and any applicable low-mileage discounts remain accurate for the current term.

No further action is required from you at this time. If you notice any discrepancies in the information listed above, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for helping us maintain accurate records for your policy.

Sincerely,

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