[Current Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Subject: Notice of Pending Review: Unverified Annual Mileage Update

Dear [Policyholder Name],

We are writing to inform you that the recent update to the annual mileage on your policy, [Policy Number], is currently pending further review.

At this time, the mileage figure provided remains unverified. To ensure your policy accurately reflects your driving habits and to maintain your current coverage rates, we require additional documentation to confirm this update.

Please provide one of the following documents within [Number] days:

- A photo of your vehicle's current odometer reading.
- A recent maintenance or service receipt showing the date and mileage.
- A copy of a recent state inspection report.

You may submit these documents via [Submission Method - e.g., online portal, email, or mobile app].

Please note that if we do not receive verification, your annual mileage may be adjusted back to the previous estimate, which could impact your premium. Once the information is reviewed and verified, we will update your records and notify you of any changes.

If you have already submitted this information or have any questions, please contact our customer service department at [Phone Number].

Sincerely,

[Company Name]
[Department Name]
[Contact Information]