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

[Date]

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

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

Dear [Policyholder Name],

We are writing to confirm that we have received and processed the annual mileage update for your vehicle, tracked via our telematics system, for the period of [Start Date] to [End Date].

Recorded Mileage Details:

- Vehicle: [Year, Make, Model]
- Reported Annual Mileage: [Number] miles
- Previous Recorded Mileage: [Number] miles

Based on this updated data, your policy has been adjusted to reflect your actual driving habits. This information ensures that your premiums remain accurate and that you continue to receive any applicable low-mileage discounts.

You do not need to take any further action at this time. Your updated policy documents, if applicable, are available in your online portal.

Thank you for choosing [Company Name] and for participating in our telematics program. If you have any questions regarding this update, please contact our customer service team at [Phone Number] or [Email Address].

Sincerely,

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