[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]
[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 the updated annual mileage information for your upcoming policy renewal.

Based on the information provided, your estimated annual mileage for the period of [Renewal Start Date] to [Renewal End Date] has been updated to: **[Mileage Amount] miles**.

Your renewal premium has been calculated using this updated figure. Please review your enclosed renewal schedule to ensure all other details remain accurate. If your driving habits change significantly during the policy term, please notify us as this may affect your coverage or premium.

No further action is required from you regarding this update. Thank you for keeping your records current and for choosing [Insurance Company Name].

Sincerely,

[Sender Name/Department]
[Insurance Company Name]
[Contact Phone Number]