[Date]

[Policyholder Name]
[Address Line 1]
[Address Line 2]

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

Dear [Policyholder Name],

We are writing to confirm that we have received and processed the updated annual mileage readings for the vehicles listed on your policy. Your records have been updated as follows:

- **Vehicle 1:** [Year/Make/Model] - [New Annual Mileage] miles
- **Vehicle 2:** [Year/Make/Model] - [New Annual Mileage] miles
- **Vehicle 3:** [Year/Make/Model] - [New Annual Mileage] miles

This information has been applied to your account effective [Date]. Please note that changes in reported mileage may result in an adjustment to your insurance premium. You will receive a separate notice if there is any change to your billing statement.

No further action is required from you at this time. If any of the information above is incorrect, please contact our customer service department at [Phone Number] or [Email Address].

Thank you for keeping your policy information up to date.

Sincerely,

[Sender Name]
[Company Name]
[Department Name]