

Date: \_\_\_\_\_

To,  
The Manager  
[Insurance Company Name]  
[Office Address]

**Subject: Request for Change of Address in Motor Insurance Policy**

Dear Sir/Madam,

I am writing to inform you about a change in my residential address and to request you to update the same in your records for my motor insurance policy.

Policy Number: \_\_\_\_\_

My previous address was:

\_\_\_\_\_  
\_\_\_\_\_

My new address is:

\_\_\_\_\_  
\_\_\_\_\_

I kindly request you to make the necessary changes in the records pertaining to my policy and confirm the same at the earliest.

Please let me know if any further documents are required to process this request.

Thank you for your support.

Yours faithfully,

\_\_\_\_\_

Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email: \_\_\_\_\_