

## Sample Application for Change of Address in Motor Policy

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

To,  
The Branch Manager,  
\_\_\_\_\_

Subject: Application for Change of Address in Motor Policy

Respected Sir/Madam,

I am writing to request a change of address in my motor insurance policy. My details are as follows:

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

Vehicle Number: \_\_\_\_\_

Old Address: \_\_\_\_\_

New Address: \_\_\_\_\_

Kindly update your records with my new address and send all correspondence to the same. I am enclosing copies of my address proof for your reference.

I request you to kindly do the needful and confirm the update at your earliest convenience.

Thank you.

Yours faithfully,

\_\_\_\_\_  
(Signature)

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

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

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