

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: _____