

Date: _____
To,
The Manager,
[Insurance Company Name]
[Branch Address]

Subject: Intimation Letter for Correction of Details in Group Insurance Policy

Dear Sir/Madam,

I, [Your Name], holding the Group Insurance Policy No. [Policy Number], would like to bring to your notice the following error(s) in my policy details:

1. [Mention Incorrect Detail - e.g. Name, Date of Birth, Address, etc.]
2. [Mention Correct Information]

I kindly request you to make the necessary corrections at the earliest and provide me with an updated policy document. The relevant proof(s) for correction are enclosed herewith for your reference.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Employee ID/Member ID]
[Your Address]
[Your Contact Number]
[Your Email Address]