

To

Policy holder's Name.....

The Branch Manager,

Policy No.....

.....Branch

Permanent Address.....

Branch Code.....

Corresponding Address.....

Date : .....

Table & Term.....

Dear Sir/Madam,

Sub. : Application to.....In the Proposal/Policy No. of  
Mr./Mrs. ....

1. My Policy Bond has not been sent to me yet. Kindly arrange it to send.
2. My loan/S.B. Cheque of policy bond no. ....may be given to Development Officer/  
Agent of your branch Mr./Mis/Mrs. ....
3. My age has not been admitted in Proposal/Policy No.....I have enclosed my age proof  
alongwith the Policy Bond.
4. I request you to transfer my Policy to.....branch.....  
Branch Code.....Division.....
5. My Policy No. ....has lapsed. Kindly revive my policy under Special Revival/Ordinary  
Revival/Loan-cum-Revival or S.B.-cum-Revival scheme. Last premium paid is due in  
month.....on.....
6. The S.B. /maturity under Policy No.....is due on.....but I have lost my policy.  
Kindly convey the formalities which I have to comply.
7. I have lost my Policy Bond. Kindly issue me a duplicate Policy Bond.
8. I want to take loan under policy no. ....Kindly quote the terms.
9. Kindly send quotations to surrender the Policy No. ....
10. Kindly register the assignment of my policy no.....in favour of Mr./Mrs./Mis.....
11. The Policy No.....has been reassigned in my favour. Please register the nomination in my  
Policy Bond.
12. To file the income tax return of Fin. Year.....I need a premium certificate. Please issue me the premium  
certificate.
13. I have changed my residence. Kindly change my address in your record as per the given details.
14. I want to change my nomination under the Policy No.....Kindly change the nomination in  
my original Policy Bond to register in your records.
15. Kindly change the mode of payment from Yly/Hly/Qly/SSS to.....under my Policy  
No.....
16. Kindly reimburse the medical fee incurred by me under Policy No.....
17. Kindly Change my Nominee

Thanking you

Yours faithfully

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