

Application to Include Spouse's Name in Service Book

1. Application for Adding Spouse's Name for Emergency Contact in Service Book

To,
The Officer In-Charge,
[Department Name],
[Office Address],
[City, State, Postal Code]

Subject: Application for Adding Spouse's Name for Emergency Contact in Service Book

Dear Sir/Madam,

I, [Your Full Name], working as a [Your Position] in the [Department Name], am writing this letter to request a change in the emergency contact details in my service book. I recently got married and I would like to add my spouse's name as an emergency contact.

My spouse's name is [Spouse's Full Name]. I kindly request you to update the same in all official records.

The necessary documents supporting my request, including a copy of our marriage certificate, are attached along with this application for your reference. I understand that this change may take some time to process, and I am ready to wait until the changes are made.

I humbly request you to process this application at the earliest convenience. If there are any additional procedures or documents needed, please let me know.

Thank you for your understanding and cooperation in this matter.

Yours faithfully,

[Your Full Name]

Employee ID: [Employee ID]
Contact Number: [Your Contact Number]
Date: [Date of Application]
Place: [Your City, State]

2. Application for Inclusion of Spouse's Name for Insurance Beneficiary Details in Service Book

To,
The Branch Manager,
[Insurance Company's Name],
[Branch Address]

Subject: Application for Inclusion of Spouse's Name for Insurance Beneficiary Details in Service Book

Respected Sir/Madam,

I, [Your Full Name], a policyholder at your prestigious insurance company, write this letter with the intent to include my spouse's name as the beneficiary for my insurance policy. I understand that this inclusion is an essential step to ensure the financial security of my spouse in the unfortunate event of my demise.

My policy number is [Your Policy Number], and it was initiated on [Start Date of Your Policy]. My spouse's name is [Spouse's Full Name]. I request you to kindly include her/his name in my insurance policy as the primary beneficiary. I have attached the necessary documents including my spouse's Identification Proof, Address Proof, and our Marriage Certificate for your reference and necessary action.

I trust this request aligns with the company's policy and that the changes can be made at the earliest convenience. I will ensure to comply with any further actions or documents needed for this process.

Thank you for your attention to this matter. I look forward to your prompt response and the necessary action.

Yours faithfully,
[Your Full Name]

[Your Address]

[Your Contact Number]

[Your Email ID]

Attachments: Spouse's Identification Proof, Address Proof, Marriage Certificate

3. Application for the Update of Spouse's Name Following Marriage in Service Book

To,
The [Position],
[Department Name],
[Institution Name],
[City],
[State], [Postal Code]

Subject: Application for the Update of Spouse's Name Following Marriage in Service Book

Respected Sir/Madam,

I hope this letter finds you in the best of health and spirits. My name is [Your Full Name], currently working as [Your Job Title] in the [Your Department] of our esteemed institution. I am writing this letter to bring to your kind attention, a necessary update in my service book.

Recently, I got married to [Spouse's Full Name] on [Date of Marriage]. As per the norms and regulations, it is essential to update the spouse's name in the service records for future references and benefits. I kindly request you to update my spouse's name as [Spouse's Full Name] in my service book.

I am attaching a copy of my marriage certificate and my spouse's identity proof for your reference and for the necessary action. I assure you that all the details provided are true and correct to the best of my knowledge.

I would be highly grateful if you could expedite this process as it is crucial for further proceedings related to my service benefits. I hope for your kind understanding and quick action in this regard.

Thank you for your time and consideration.

Yours sincerely,

[Your Full Name]

[Your Employee ID]

[Your Contact Number]

4. Application for Incorporating Spouse's Name in Service Book for Official Document Verification

To,
The [Designation of the Authority],
[Name of the Department],
[Name of the Office],
[City].

Subject: Application for Incorporating Spouse's Name in Service Book for Document Verification

Respected Sir/Madam,

I, [Your Full Name], currently employed in the position of [Your Position], and having employee ID [Employee ID], write this letter humbly to request your good office to incorporate my spouse's name in my Service Book.

I recently got married to [Spouse's Full Name] on [Date of Marriage]. I am hereby providing all the necessary documents such as the marriage certificate, spouse's identity proof, and my Service Book for your perusal and verification. The inclusion of my spouse's name in the Service Book is essential for the purpose of availing certain benefits and for documentation purposes as well.

I understand the importance of maintaining accurate records in the Service Book, and therefore, I wish to update my records at the earliest. I assure you that all the documents provided by me are authentic, and I am prepared to provide any additional information or documents if required for the verification process.

I kindly request you to process my application at the earliest convenience. I am grateful for your understanding and assure you of my full cooperation in this matter.

Thank you.

Yours faithfully,

[Your Full Name]

[Your Position]

[Your Contact Number]

[Your Email Address]

Date: [Date of Application]

5. Application for Registration of Spouse's Name in Service Book for Family Benefit Schemes

To,
The [Designation of the Concerned Authority],
[Name of the Department],
[Name of the Office],
[Address of the Office].

Sub: Application for Registration of Spouse's Name in Service Book for Family Benefit Schemes

Respected Sir/Madam,

I, [Your Full Name], am currently working as a [Your Designation] in [Your Department] under your esteemed office. My Employee ID is [Your Employee ID]. I am writing this letter to kindly request you to register my spouse's name in my service book for the Family Benefit Schemes provided by the government.

My spouse, [Spouse's Full Name], and I were wedded on [Date of Marriage]. I believe registering her name in my service book will make her eligible for all the benefits entitled to the family members of a government servant. This is a crucial step for the security and welfare of my family.

I am enclosing all the necessary documents including our Marriage Certificate, my spouse's Identification Proof, and Address Proof for your reference and verification.

I kindly request you to process this application as soon as possible. I am grateful for your understanding and assistance in this matter.

Thank you for your time and consideration.

Yours faithfully,
[Your Full Name]
[Your Designation]
[Your Contact Number]
[Your Email Address]

Enclosures:

1. Marriage Certificate
2. Spouse's Identification Proof
3. Spouse's Address Proof

Date: [Date of Writing Application]

Place: [Place of Writing Application]