

Application for Address Change with LIC

1. Application for Address Change with LIC

To,
The Branch Manager,
Life Insurance Corporation of India (LIC),
[Branch Address],
[City, State, Pin Code].

Subject: Application for Address Change

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inform you about my recent change of address. I am a policyholder with LIC and my policy number is [Policy Number].

I have recently shifted to a new house located at [New Address]. Due to this change, I kindly request you to update my address in your records. This will ensure that all future communication and documents related to my policy reach me correctly at my new address.

I have attached a copy of my address proof for your reference. I would appreciate it if you could make the necessary changes at the earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me at [Your Contact Number] for any further information or clarification.

Yours sincerely,

[Your Name]

[Date]

2. Application for Address Update due to Moving to a New House

To,
The Manager,
[Name of the concerned authority],
[Department/Office Name],
[Address of the Department/Office],
[City, State, Pin Code]

Subject: Application for Address Update due to Moving to a New House

Respected Sir/Madam,

I am [Your Name], a resident of [Your Old Address], writing this letter to inform you that I have recently moved to a new house. My new address is as follows:

New Address:
[Your New Address]
[City, State, Pin Code]

I kindly request you to update my address in your records to ensure that all communications and important documents reach me without any delay. I would appreciate your assistance in making this change as soon as possible.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

3. Application for Address Correction with LIC

To,
The Branch Manager,
Life Insurance Corporation (LIC),
[Branch Address]

Subject: Application for Address Correction

Dear Sir/Madam,

I am writing to inform you that there is a mistake in my address details in my LIC policy. My policy number is [Policy Number] and my correct address is [New Address]. The mistake in my address is causing inconvenience in receiving important communication from LIC.

Kindly update my address to [New Address] in your records to ensure smooth communication and timely updates regarding my policy. I would appreciate your prompt attention to this matter.

Thank you for your assistance in correcting this error.

Yours faithfully,

[Your Name]

[Your Policy Number]

4. Application for Change of Contact Details with LIC

To,
The Branch Manager,
Life Insurance Corporation of India (LIC),
[Branch Address]

Subject: Change of Contact Details

Respected Sir/Madam,

I am writing this letter to inform you about the change in my contact details registered with LIC.

My policy number is [Policy Number], and I would like to update my contact information as follows:

- Old Phone Number: [Old Phone Number]
- New Phone Number: [New Phone Number]
- Old Address: [Old Address]

- New Address: [New Address]

I kindly request you to update my contact details in your records to ensure smooth communication regarding my insurance policy.

Thank you for your prompt attention to this matter.

Yours sincerely,

[Your Name]
[Policy Number]

5. Application for Address Modification because of School Transfer

To,
The Principal,
[School Name],
[School Address],
[City, State, PIN Code]

Subject: Application for Address Modification because of School Transfer

Respected Principal,

I am [Your Name], a student of [Your Class and Section] in your esteemed school. I am writing this letter to inform you about my school transfer and the need to modify my address details accordingly.

Due to my family's recent relocation to a new area, I will be transferring to [New School Name], located at [New School Address] in [New City]. Consequently, my residential address has also changed.

I kindly request you to update my address details in the school records from:

Old Address: [Old Address]

New Address: [New Address]

This change is necessary for all future correspondences and records related to my academic progress and school-related communications.

I would be grateful if you could process this address modification at the earliest convenience. Should you require any further information or documentation from my end, please do not hesitate to let me know.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Your Class and Section]