

To,
The Branch Manager
L.I.C. of India
Branch:

Date :
From :

Dear Sir/Madam

Sub : Proposal/Policy No of Mr./Mrs.

I request you to arrange compliance as per following serial Nos. viz and

1. My age is not admitted in proposal/policy no. the relevant proof is enclosed for admission.
2. Please revive my policy under special Revival/ordinary Revival/Loan cum Revival or S.B. cum Revival scheme. Last premium paid is due month on
3. I have lost my policy and my S.B./maturity is due on Please convey the formalities which I have to comply.
4. My son/wife/daughter has submitted a fresh proposal. I undertake to pay premium on his/her policy.
5. I want to raise loan/surrender the above policy. Please send quotations.
6. I have assigned the policy in favour of which may please be registered in your records.
7. The reassignment has been done in my favour. Please find herewith policy bond for registering the nomination.
8. Please issue a premium certificate for the Financial Year for income tax purpose.
9. Please make a change in my address as per the details given above.
10. I have not received the policy bond, which please arrange to send.
11. My consent for Health/Age impairment extra is enclosed. The balance amount has been deposited vide BOC no. dated
12. My policy bond no. loan/S.B. cheque may please be handed over to Development Officer/Agent of your branch.
13. Please transfer my policy to branch under D.O. Agent I have paid the last premium due Yly/Hly/Qly with your banker/office on
14. Please reimburse the medical fee incurred by me under policy no.
15. Please change my nomination under above policy. Notice regarding change in nomination is enclosed alongwith the original policy bond for registering in your records.
16. I want to change the mode from Yly/Hly/Qly/SSS to The last premium paid is
17. Please switch over fund of my policy from fund to fund.
18. _____

Thanking you in anticipation of doing needful and acknowledge the receipt of the letter & enclosures.

Yours Faithfully

Signature

Encl.