

To

Date

The Branch Manager

\_\_\_\_\_  
\_\_\_\_\_

**Ref. :Policy No.**\_\_\_\_\_

**Sub.: regarding correction in Insurance Policy**

Dear Sir,

I have an insurance policy from United India Insurance Co. but due to reason as mentiond below I want to rectify/change following detail in my insurance policy

	<b>Existing Details</b>	<b>Correct Detail</b>
REGISTRATION NO	: .....	.....
FINANCER (IF ANY)	:.....	.....
CHASSIS NO.	:.....	.....
ENGINE NO.	:.....	.....

Issue duplicate policy as per below detail:-

**POLICY NO.**-----**REGISTRATION NO**-----

So you are requested to update above details in my /our insurance policy.

Kindly do the needful at the earliest & oblige.

Thanking you.

Yours truly,

( )

(I am enclosing photocopy of R.C & insurance cover note/policy for your kind perusal.

Kindly find the same & do the needful & acknowledge me)