

To

Date

The Branch Manager

Ref. : Covernote/ Policy No. _____

Sub.: For Transfer of Insurance Policy

Dear Sir,

I have purchase a vehicle to
Mr./Mrs./M/s _____

_____. Vehicle Registration No. is _____

So please transfer the above said vehicle insurance policy in his name

i.e. _____

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

Thanks

Your truly,

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To

Date

The Branch Manager

Ref. : Covernote/ Policy No._____

Sub.: For Transfer of Insurance Policy

Dear Sir,

I have sold a vehicle to Mr./Mrs./M/s _____

_____. Vehicle Registration No. is _____

I have no objection to transfer the above said vehicle insurance policy in his name

i.e. _____

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

Thanks

Your truly,

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