

To

The Branch Manager

Life Insurance Corporation of India

Branch: _____

Subject: Request for change of address in LIC Policy

Respected Sir/Madam,

I, _____, am the policyholder of Life Insurance Corporation of India. I request you to kindly update my **residential address** in your records as per the details given below.

Policy Details:

- Policy Number: _____
- Name of Policyholder: _____

Address Change Details:

New Address:

I am enclosing a self-attested copy of my **address** for verification.

Kindly update the same at the earliest for all future correspondence related to my LIC policy.

Thanking you.

Date: _____

Yours faithfully,

Signature: _____

Mobile Number: _____