

To

The Branch Manager

Life Insurance Corporation of India

Branch: _____

Subject: Request for transfer of LIC policy to another branch

Respected Sir/Madam,

I, _____, am the policyholder of Life Insurance Corporation of India.

I request you to kindly **transfer my LIC policy** from the existing branch to the new branch mentioned below, due to change of residence.

Policy Details:

- Policy Number: _____
- Name of Policyholder: _____

Requested Transfer Branch:

- Branch Name & Code: _____
- City: _____

I am enclosing a self-attested copy of my **address proof** for verification. I request you to kindly process the policy transfer at the earliest.

Thanking you.

Date: _____

Yours faithfully,

Signature: _____

Mobile Number: _____