

Letter Format from Customer to Request for a Duplicate Policy Document Lost in Transit

Policy No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

From,

To,
Reliance Nippon Life Insurance Company Ltd.
H Block, Dhirubhai Ambani Knowledge City, Navi Mumbai, Maharashtra-400710, India

Dear Sir,
Request for a Duplicate Policy Document for Policy No.

I wish to bring to your notice that the original policy document for my above mentioned policy has not been received by me till date.
I therefore request you to issue a duplicate policy document. I confirm that in the event of my receiving the Original Policy Document subsequent to receiving the duplicate policy, the original documents will be returned to the Company.

I am aware that the duplicate policy document will be the valid document at all times for transacting during the tenure of the Contract.
Thanking You,

Yours faithfully,

Signature of the Policyholder

Reliance Nippon Life Insurance Company Limited (formerly known as Reliance Life Insurance Company Limited). IRDAI Registration No: 121. Registered Office: H Block, 1st Floor, Dhirubhai Ambani Knowledge City, Navi Mumbai, Maharashtra 400710. For more information or any grievance, 1. Call us between 9am to 6pm, Monday to Saturday on our Toll Free Number 1800 102 1010 or 2. Visit us at www.reliancenipponlife.com or 3. Email us at: mlife.customerservice@relianceada.com. Trade logo displayed above belongs to Anil Dhirubhai Ambani Ventures Private Limited & Nippon Life Insurance Company and used by Reliance Nippon Life Insurance Company Limited under license.

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CS/Duplicate Policy/Ver1.2/Mar2018