

**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. IRDAI Registration No: 121. Registered Office: Reliance Centre, 5th floor, Off Western Express Highway, Santacruz East, Mumbai, Mumbai-City District, Maharashtra-400055. 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](http://www.reliancenipponlife.com) or 3. Email us at: [rnlife.customerservice@relianceada.com](mailto:rnlife.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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