Date:\_\_\_\_\_\_\_\_\_\_\_\_

**GI Insurer/Provider Name  
GI Insurer/Provider Address**

Dear Sir/Madam,

Letter of Appointment

Policy No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please be informed that we/I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  
NRIC/ROC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have now appointed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( Name of agent ), as our adviser to handle the above mentioned/ attached policy/ quotation and if necessary, any future insurance matters with immediate effect.

Thank you.

Warmest Regards,

\_\_\_\_\_\_\_\_\_\_\_\_

Name/Company Initial:  
Designation:  
NRIC: