[Company\_Name]  
[Date]

[Change\_Of\_Address.Customer\_Name]  
[Change\_Of\_Address.Old\_Address\_Line1]

[Change\_Of\_Address.Old\_Address\_Line2]  
[Change\_Of\_Address.Old\_Customer\_City] [Change\_Of\_Address.Old\_Postcode]

**Subject: Important: Change of Address for Your Insurance Policy** [Policy.Policy\_Number],

If [Change\_Of\_Address.Customer\_Type==”Individual”]

**Dear [Change\_Of\_Address.Customer\_Name],**

End If

If [Change\_Of\_Address.Customer\_Type==”Organization”]

[Change\_Of\_Address.Organisation\_Name]

**Sir/Madam,**

End If

You recently contacted us to notify your change of address.

Please verify your old and new address as given below. A change of address mail will be sent to you at your previous address and new address. In case you have not authorized the change of address please contact us on phone number or email given at the end of the letter.

**Your current address is:**

[Change\_Of\_Address.Old\_Address\_Line1]  
[Change\_Of\_Address.Old\_Address\_Line2]  
[Change\_Of\_Address.Old\_Customer\_City] [Change\_Of\_Address.Old\_Postcode]

**Your new address would be:**  
[Change\_Of\_Address.New\_Address\_Line1]  
[Change\_Of\_Address.New\_Address\_Line2]  
[Change\_Of\_Address.New\_Customer\_City] [Change\_Of\_Address.New\_Postcode]

All correspondence, deliveries, and other notices would now be sent to this new address from the effective date [Change\_Of\_Address.Effective\_Date].

We appreciate your prompt attention to this matter and thank you for your continued business.

If you have any questions, please do not hesitate to contact us at [Company\_Phone\_Number] or [Company\_Email\_Address].

Yours sincerely,

[Company\_Authorised\_Signatory\_Name]  
[Company\_Position]  
[Company\_Name]