

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

From,

Policy No.

Date DDMMYYYY

To,
Reliance Nippon Life Insurance Company Ltd.
Unit Nos. 401B, 402, 403 & 404, 4th Floor, Inspire-BKC, G Block, BKC Main Road,
Bandra Kurla Complex, Bandra East, Mumbai - 400051. 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 & Corporate Office: Unit Nos. 401B, 402, 403 & 404, 4th Floor, Inspire-BKC, G Block, BKC Main Road, Bandra Kurla Complex, Bandra East, Mumbai - 400051. India. T +91 22 6896 5000. For more information or any grievance, 1. Call us between 8 am to 8 pm, Monday to Saturday (except public holidays) on our Toll-Free Number - 1800 102 1010 or 2. Visit us at www.reliancenipponlife.com 3. Email us at: rnlife.customerservice@relianceada.com. 4. Chat with us on our WhatsApp number (+91) 7208852700. 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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