

Formal letter for transferring corporate insurance accounts

Subject: Transfer of Corporate Insurance Policy

Dear [Insurance Company Name],

On behalf of [Company Name], I request the transfer of corporate insurance policy [Policy Number] from [Old Department/Account] to [New Department/Account]. Attached are all relevant documents and approvals from our management.

Kindly confirm the successful transfer and update our records accordingly.

Regards,

[Authorized Signatory Name]

[Designation]

[Company Name]

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