

# Insurance No Claim Discount Request

Subject: Request for No Claim Bonus Certificate

Dear Insurance Officer,

I am writing to request a No Claim Bonus (NCB) certificate for my insurance policy number [Policy Number]. I have maintained a clean claims record for the past [Number] years and am entitled to receive the no claim discount as per your policy terms.

During my tenure with your company from [Start Date] to [End Date], I have not filed any claims against my policy. I am now switching to a new insurance provider and require this certificate to transfer my accumulated no claim bonus.

Please process this request at your earliest convenience and send the certificate to my registered address or email. I have enclosed copies of my policy documents and identification for your reference.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Policy Holder Name]

[Contact Information]

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