

To

**Sub: Change in Residential Status for Policy/Policies Nos:**

This is to inform you that I am a resident of \_\_\_\_\_ for  
taxation purposes for the current financial year \_\_\_\_\_ and here-onwards. Request you to  
amend my residential status in your records as \_\_\_\_\_.

Am hereby submitting the following documents confirming for the above changes:

**Current resident address proof: Any one of the following**

Copy of Passport/Driving License/Electric Bill/Aadhar card/Voter ID/Ration Card/ last 6 months Bank  
statement/Telephone Bill (landline)

**In case of any further changes in my residential status, I shall inform the same to the company with  
the relevant documents.**

Signature of the Proposer:

\_\_\_\_\_

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

Place: \_\_\_\_\_