**From** …………………………..

This is not a form or format. Please do not fill in the blanks and send.

Use this as a template. Write your own letter and get it typed, using this as a model/sample.

Self-attest all att documents.

Mobile No…………….

**To,**

Officer In Charge AGIF

560, Rao Tularam Marg

Vasant Enclave, Vasant Vihar, New Delhi

Delhi 110057

(Through Zila Sainik Board ……………..)

**REQUEST FOR ISSUE OF**

**EXTENDED LIFE INSURANCE CERTIFICATE**

Respected Sir,

1. I am .............................................. widow of No………………………. Ex ……………………………….. My husband had been discharged from service on .......................... and he expired on ...........................
2. I could not trace his Extended Insurance Certificate.
3. It is requested to issue duplicate Policy Certificate to me at the earliest and kindly advise how to claim the terminal benefit.
4. I am enclosing copies ofthe following:-
5. PPO
6. Discharge book page

Yours faithfully,

Place:

Date :

**RECOMMENDATIONS**

Place:

Date : (Secretary, Zila Sainik Board)