

Date:
The Bank Manager,
[Name of the Bank]

Dear Sir / Madam

RE: Instruction to Bank to cancel & not to renew Houseowners Insurance

Name of Borrower: [Your Name] NRIC: [XXXXXX-XX-XXXX]
Banking/Loan Account No:[XXXXXXXXXXXXXXXXXXXX]

I/We refer to the above matter.

I/We shall cancel or opt not to renew the Houseowner/Fire Insurance policy with your Bank's panel insurer effective from the date hereof. The details of the insurance policy were as stated above/enclosed a copy hereto. If there is any refund of premium please credit it to my/our loan account in due course.

I/We shall renew and keep renewing the said Houseowner/Fire policy for now upon expiry and please take NOTICE that this standing instruction shall be applied for the entire tenure of my/our loan.

I/we attached here together with Tune Insurance policy No. XX-XXX-XX-XXXXXX for your attention.

Do contact me/us, if you have any further queries. Please kindly acknowledge the appended policy by signing along with endorsing your bank's rubber stamp and return the duplicate copy of this letter.

Thank you.

Yours sincerely,

.....
[Your Name] (NRIC: XXXXXX-XX-XXXX)