

Dear Sir

Policy Number:

Policyholder:

I write to advise you that you should supply the following company with any information they may request in connection with the above policy:

Martin Aitken Financial Services Ltd
Caledonia House
89 Seaward Street
Glasgow
G41 1HJ

Please also be advised that you should update your records to reflect the address shown as my address for all future correspondence.

Thank you for your assistance on this matter.

Yours faithfully,

Date: