



Registered in England & Wales  
Company Reg. No. 2864963  
Source Insurance Limited

Drake House  
Plymouth Road  
Penarth, Cardiff  
CF64 3TP

T (029) 20265265  
F (029) 20704455

[www.thesource.co.uk](http://www.thesource.co.uk)

## Letter of Assignment (Single Policy)

To: ..... (Insurance Company)

From: ..... (Client)

Date:            /            /

This letter authorises and instructs you to transfer the servicing of my home insurance policy to Source Insurance Limited with immediate effect.

Confirmation in writing that this action has been noted on your records would be appreciated.

All future correspondence should be addressed to:

**Source Insurance Limited, Drake House, Plymouth Road, Penarth, CF64 3TP.**

Name(s) on Policy: .....

Address: .....  
.....

Postcode: .....

Insurer : .....

Policy Number: .....

Renewal Date: .....

Holding Broker: .....

Address: .....  
.....

Policy Holder's Signature: .....

Date:            /            /

**Please return the completed letter of assignment to:  
Source Insurance Limited, Freepost CF4557,  
Drake House, Plymouth Road, Penarth, CF64 3TP.  
Alternatively you can fax us on 029 20704455.**

