

Policy Surrender Application Letter Example for Term Life Insurance

[Your Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]
[Date]

To,
[Insurance Company Name]
[Branch Address]
[City, State, ZIP]

Subject: Application for Surrender of Term Life Insurance Policy

Dear Sir/Madam,

I am writing to formally request the surrender of my term life insurance policy with your company. Please find the required policy details below:

Policy Holder Name : [Your Name]
Policy Number : [Policy Number]
Plan Name : [Plan Name]
Date of Issue : [Issue Date]

I request you to kindly process the surrender of the above-mentioned policy and refund any surrender value, if applicable, to my bank account provided in your records. I am enclosing all the necessary documents for this process.

Kindly acknowledge the receipt and let me know if any additional information is required from my end. I request you to process my application at the earliest.

Thank you.
Sincerely,

[Your Signature]
[Your Name]