

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

To,  
The Branch Manager,  
[Insurance Company Name],  
[Branch Address]

Subject: Surrender of Whole Life Insurance Policy “ Policy No. \_\_\_\_\_  
Dear Sir/Madam,

I am writing this letter to formally request the surrender of my Whole Life Insurance Policy bearing Policy Number \_\_\_\_\_ held at your branch.

Kindly process the surrender of my policy and arrange to pay the surrender value after deducting the applicable charges. Please find enclosed herewith the original policy document and required KYC documents for your reference.

I request you to transfer the proceeds to my following bank account:

Account Holder Name: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
IFSC Code: \_\_\_\_\_

Kindly do the needful at the earliest.

Thank you.

Yours faithfully,

\_\_\_\_\_  
(Signature)  
Name: \_\_\_\_\_  
Contact No.: \_\_\_\_\_