

Policy Surrender Confirmation

Dear [Policyholder's Name],

We are writing to confirm the details of your policy surrender request for Policy Number: [Policy Number]. Below are the details of the transaction:

Transaction Details

Date of Request [Date]

Policy Type [Policy Type]

Face Value [Face Value]

Surrender Value [Surrender Value]

Processing Fee [Processing Fee]

Total Amount [Total Amount]

Your surrender request has been processed successfully and the amount will be credited to your registered bank account within [Number of Days] business days.

If you have any questions or need further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Company Address]

[Company Phone Number]