

# Life Insurance Policy Maturity Documentation Submission

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Submission of Maturity Documentation for Policy #[Policy Number]

Dear [Insurance Company Contact/Department],

I am writing to submit the necessary documentation for the maturity of my life insurance policy, #[Policy Number], which has matured on [Maturity Date]. Enclosed with this letter are the required documents for your review:

- Copy of the life insurance policy document
- Completed maturity claim form
- Proof of identity (e.g., copy of government-issued ID)
- Any additional documents as required

Please let me know if you require any further information or additional documents to process my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]