

# Life Insurance Policy Maturity Process

Dear [Policyholder's Name],

We are pleased to inform you that your life insurance policy (Policy Number: [Policy Number]) has reached its maturity date on [Maturity Date]. This letter will explain the process you need to follow to claim your maturity benefit.

## Step 1: Prepare Required Documents

- Completed Claim Form
- Original Policy Document
- Identity Proof (e.g., Aadhar Card, Passport)
- Bank Details for Fund Transfer

## Step 2: Submission of Documents

Please submit the required documents to the nearest branch or send them via email to [Email Address]. Ensure that all documents are clear and legible.

## Step 3: Claim Processing

Once we receive your documents, our processing team will verify them. This typically takes around [Number of Days] business days. You will be notified via email or phone regarding the status of your claim.

## Step 4: Receipt of Maturity Benefit

Upon approval, the maturity benefit will be transferred to your registered bank account within [Number of Days] business days.

If you have any questions regarding the maturity process, please feel free to contact our customer service at [Customer Service Number] or reply to this email.

Thank you for choosing [Insurance Company Name]. We appreciate your trust in us.

Sincerely,

[Your Name]

[Your Position]

[Insurance Company Name]

[Contact Information]