

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Life Insurance Policy Maturity Update

Dear [Insurance Company Representative's Name],

I hope this message finds you well. I am writing to inquire about the maturity status of my life insurance policy, with the policy number [Your Policy Number]. The maturity date is approaching, and I would like to receive an update regarding the process and any necessary steps I need to take.

Could you please provide me with the details regarding the maturity value, the timeline for the payout, and any relevant documentation that may be required from my side?

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]