

# Investment Maturity Payout Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the payout of my investment that has reached maturity. The details of my investment are as follows:

- Investment Account Number: [Account Number]
- Investment Type: [Type of Investment]
- Original Investment Date: [Date]
- Maturity Date: [Date]

As the maturity date has passed, I would appreciate it if you could process my payout at your earliest convenience. Please inform me of any documents or additional information required to facilitate this request.

Thank you for your prompt attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]