

Investment Maturity Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the maturity of my investment account linked to [Investment Account/Policy Number] that is scheduled to mature on [Maturity Date].

As of the maturity date, I would like to request the withdrawal of the total amount due and any applicable interest accrued. Please inform me of any necessary steps or documents required to facilitate this request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]