

Request to Surrender Life Insurance Policy

Date: [Insert Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Name] Customer Service,

I am writing to formally request the surrender of my life insurance policy, with policy number [Insert Policy Number]. Please consider this letter as my official request for the cancellation and surrender of the said policy.

I understand that by surrendering this policy, I will receive the cash surrender value, as per the terms and conditions laid out in the policy agreement. Please send me written confirmation of the cancellation and any pertinent information regarding the cash value I am entitled to receive.

If you require any further information to process this request, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]