

# Letter of Surrender for Life Insurance Coverage

Date: [Insert Date]

To,

Customer Service Department  
[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Subject: Request for Surrender of Life Insurance Policy

Dear Sir/Madam,

I am writing to formally request the surrender of my life insurance policy with the following details:

**Policy Number:** [Insert Policy Number]

**Policyholder Name:** [Insert Your Name]

**Address:** [Insert Your Address]

Please initiate the process to surrender my policy and provide me with the necessary information regarding the cash surrender value. If any documents are required from my side, kindly inform me at your earliest convenience.

Thank you for your prompt attention to this matter. I look forward to your confirmation of the surrender.

Sincerely,

[Your Name]  
[Your Phone Number]  
[Your Email Address]