

Formal Notice of Insurance Policy Surrender

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Notice of Insurance Policy Surrender - Policy Number: [Your Policy Number]

Dear [Insurance Company Name],

I am writing to formally surrender my insurance policy, as referenced above, effective immediately. Please consider this letter as my official notice of surrender.

I request that you provide me with a confirmation of the policy surrender and any applicable refund, if available. Kindly let me know if there are any further steps required from my end to complete this process.

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

Sincerely,

[Your Name]