

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Institution Name
Institution Address
City, State, Zip Code

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request information regarding the redemption process for my savings bonds. I would appreciate details on the required documentation, possible penalties, and any additional steps that I need to be aware of.

For your reference, the details of my savings bonds are as follows:

- Bond Serial Number: [Insert Serial Number]
- Issue Date: [Insert Issue Date]

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

Sincerely,
Your Name