

Sample Letter Format for Surrender of Life Insurance Policy

From:

Rakesh Sharma

54 Gandhi Path

Karol Bagh

Delhi

Date: 25.02.19

To,

The Manager

Life Insurance Corporation of India

Delhi

Sub: Surrendering LIC Policy No. 123456

Dear Sir,

On February 5th, 2005, I had opened a Life Insurance Policy with your branch. My LIC policy number is 123456 and till present date, all the premium stands clear for this policy. Due to some financial issues at my personal end, I am compelled to surrender this policy because I will not be able to manage this policy and moreover, I will have handsome amount of money which I will be able to use for handling the economic situations I am facing at the present.

Therefore, I request you to please consider this application as formal request for surrendering the LIC policy. Please feel free to contact me in case of any other formalities that are required to be completed in this process.

Please acknowledge the receipt of this letter. It is a humble request to please consider this matter and have the process completed at the earliest.

Thanking in anticipation.

Sincerely,

Rakesh Sharma