

The Branch Manager

LIC of India

ADDRESS, CITY, PIN

Date: 2 Oct, 2020

SUBJECT: Request to surrender LIC policy no. 1234567

Dear Sir,

I would like to request yu to please surrender my LIC of India policy. I request you to process the application at the earliest and refund my premiums paid. I understand the surrender value may or may not be equal to my paid premiums and may attract penalties.

Thanking you,

NAME

ADDRESS, CITY, PIN

PHONE