

Official Letter Example “Write a letter to Branch Manager, LIC surrendering your LIC policy” Complete Official Letter for all classes.

Examination Hall,

X Y Z City,

August 17, 20....

To

The Branch Manager,

Life Insurance Corporation of India.

X Y Z city.

Dear Sir,

I have to inform you that my financial condition has so conspired that I cannot continue with my insurance policy. I have suffered heavy losses in business. I have now started another business. I have to start from the very scratch. I am in need of money.

I cannot play the premium for continuing the policy. I, therefore, surrender my policy and would like to get back the money paid by me. My policy No. is 23904672.

Please consider it as most urgent.

Thanking you,

Yours faithfully,

Girish Kumar.