Surrender Confirmation Letter

Date: [_____]

To,

[_____]

[_____]

[_____]

Subject: Surrender Confirmation

Dear [_____],

This letter is to confirm that we have received your request to surrender [_____] (document/item/policy) bearing number [_____]. The surrender process has been completed successfully on [_____].

If you have any further queries, please feel free to contact us.

Thank you.

Sincerely,

[_____]

[_____]

[_____]