

Policy Holder  
123 Main Street  
Anytown  
P03T COD3

13th April 2026  
123456

Our ref:

Dear Mr Policy Holder.

**Policyholder:** Mr Policy Holder  
**Policy number:** 12345678

### Any questions?

If you have any questions,  
give us a call.

Call us on:

**0345 050 2020**

Monday - Friday (except bank  
holidays)  
8am - 6pm

## Thinking of cashing in your policy, here's what you need to know

### This is your Cash In Quotation Letter

Your cash in value (also known as surrender value) is shown below.

We've included some important information that you should consider before you make your final decision.

Your cash in value is the amount you would receive if you decide to end your policy.