

Notice of Cancellation of Tenant Insurance Policy

Date: [Insert Date]

To:

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Name],

I am writing to formally notify you of the cancellation of my tenant insurance policy with the following details:

Policy Number: [Insert Policy Number]

Insured Name: [Insert Your Name]

Address of Insured Property: [Insert Address]

We are requesting the cancellation of this policy effective [Insert Effective Cancellation Date]. Please confirm the cancellation in writing and let us know if there are any further steps needed from my side.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]