

Termination of Life Insurance Policy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Termination of Life Insurance Policy #[Policy Number]

Dear [Insurance Company Name],

I am writing to formally request the termination of my life insurance policy, number [Policy Number], effective immediately. Please consider this letter as my official notification of cancellation.

Reason for termination: [State the reason, if desired].

I kindly request that you send me a confirmation of the termination along with any information related to any potential refund of premiums paid. Please contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]