

Subject: Inquiry for Cancellation of Erroneous Insurance Transaction

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Insurance Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I am writing to formally request the cancellation of an erroneous insurance transaction that occurred on [Insert Transaction Date] under policy number [Insert Policy Number]. Upon reviewing my account, I have noticed that this transaction was made in error and needs to be addressed promptly.

Details of the transaction are as follows:

- Transaction Amount: [Insert Amount]
- Date of Transaction: [Insert Date]
- Policy Number: [Insert Policy Number]
- Description of the Transaction: [Insert Description]

I kindly request your assistance in processing this cancellation at your earliest convenience. Please confirm the cancellation and any necessary next steps via email or phone.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]