

**To,**

Customer Service Department  
[Insurance Company Name]  
[Company Address]  
[City, State, Zip Code]

**Date: [Insert Date]**

**Subject: Cancellation of Insurance Policy**

Dear [Customer Service Manager's Name],

I am writing to formally request the cancellation of my insurance policy with the following details:

- Policy Number: [Insert Policy Number]
- Policyholder Name: [Your Full Name]
- Effective Date of Policy: [Insert Effective Date]

Please consider this letter as written notice for cancellation, as per the terms outlined in my policy agreement. I would appreciate a confirmation of the cancellation and any further instructions regarding the final settlement.

Thank you for your prompt attention to this matter. Feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]