

Insurance Policy Cancellation Notice

Date: [Insert Date]

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

Subject: Cancellation of Insurance Policy #[Insert Policy Number]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my insurance policy #[Insert Policy Number] with your company, effective immediately.

As per the terms of the policy, I understand that I am required to provide a written notice to initiate the cancellation process. I would appreciate your confirmation of the cancellation and any further instructions regarding the cessation of coverage or potential refund.

Thank you for your prompt attention to this matter.

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