

# Letter of Cancellation for Aviation Insurance Policy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

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

Dear [Insurance Company Representative's Name],

I am writing to formally request the cancellation of my aviation insurance policy #[Policy Number], effective immediately due to [reason for cancellation].

Please let me know if there are any forms or procedures I need to complete for this process. Additionally, I would appreciate a confirmation of the cancellation and any details regarding the final premium adjustment or refund, if applicable.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]