

Policy Termination Request

Date: [Insert Date]

To: [Insurance Company Name]

Attn: Customer Service Department

Address: [Insurance Company Address]

Subject: Request for Termination of Earthquake Insurance Policy

Dear [Insurance Company Name],

I am writing to formally request the termination of my earthquake insurance policy, policy number [Insert Policy Number], effective [Insert Termination Date].

Due to [brief reason for termination, e.g., change in circumstances or financial constraints], I have decided to discontinue this coverage at this time.

Please send me a confirmation of this policy termination at your earliest convenience. I would also appreciate any information regarding any final paperwork or procedures that need to be completed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]