

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Insurance Company Name
Company Address
City, State, Zip Code

Dear [Insurance Agent's Name],

I am writing to formally request the cancellation of my earthquake insurance policy (Policy Number: [Your Policy Number]) effective immediately.

Due to [brief reason for cancellation, e.g., changes in personal circumstances, financial reasons, etc.], I have decided that I no longer require this coverage.

Please confirm the cancellation of my policy in writing and inform me of any final steps or considerations that I need to be aware of.

Thank you for your assistance in this matter.

Sincerely,
[Your Name]