

# Car Insurance Policy Cancellation Request

Date: [Insert Date]

To,

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Cancellation of Car Insurance Policy

Dear [Insurance Company/Agent Name],

I am writing to formally request the cancellation of my car insurance policy with the policy number [Insert Policy Number], effective [Insert Desired Cancellation Date].

Due to [brief reason for cancellation, e.g., "my recent decision to sell my vehicle" or "finding a more suitable policy"], I no longer require this car insurance coverage.

Please confirm the cancellation of my policy and process any necessary refunds at your earliest convenience. I would appreciate receiving written confirmation of the cancellation for my records.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]