

Letter of Intent to Cancel Life Insurance Policy

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Intent to Cancel Life Insurance Policy

Dear [Insurance Company Name],

I am writing to formally notify you of my intent to cancel my life insurance policy, effective immediately. The details of my policy are as follows:

Policy Number: [Your Policy Number]

Insured: [Your Name]

Please consider this letter as my official request for cancellation. I request that you confirm the cancellation of the policy in writing and inform me of any further steps I need to follow.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]