

Life Insurance Policy Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Cancellation of Life Insurance Policy [Policy Number]

Dear [Insurance Company Name],

I am writing to formally request the cancellation of my life insurance policy with the policy number [insert policy number]. Please consider this letter as my official notice of cancellation, effective immediately.

While I appreciate the coverage provided, I have decided to discontinue this policy due to personal reasons.

Please confirm the cancellation of my policy and any further actions I may need to take. I would also appreciate a written confirmation of the cancellation and any refund process relevant to the premiums paid.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]