

Vehicle Insurance Policy Cancellation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I hope this message finds you well. I am writing to inquire about the procedures for cancelling my vehicle insurance policy with your company. My policy number is [Insert Policy Number].

Due to [reason for cancellation, if comfortable sharing, e.g., selling the vehicle, finding a better rate], I have decided to cancel my policy effective [desired cancellation date]. I would appreciate it if you could provide me with the necessary steps to proceed with this cancellation, including any required forms and potential penalties or refunds.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]