

# Cancellation of Vehicle Insurance Policy

**Your Name**

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

**Insurance Company Name**

Company Address  
City, State, Zip Code

Dear [Insurance Company Name],

I am writing to formally request the cancellation of my vehicle insurance policy with the policy number [Your Policy Number], effective immediately. I have decided to cancel my policy due to the recent changes in premium rates that exceed my budgetary constraints.

Please confirm the cancellation of my policy in writing and advise me of any final charges that may be applicable. I would appreciate your prompt attention to this matter.

Thank you for your assistance. If you require any further information, please feel free to contact me at the phone number or email address provided above.

Sincerely,  
[Your Name]