

Cancellation of Insurance Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Cancellation of Insurance Policy [Policy Number]

Dear [Insurance Company Name],

I am writing to formally request the cancellation of my insurance policy (Policy Number: [Policy Number]) effective immediately. Please consider this letter as my official notice of cancellation.

As per the terms of the agreement, I understand that I am entitled to any applicable refund for the unused portion of my premium.

Kindly confirm the cancellation of my policy in writing. Should you require any further information, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]