

Insurance Policy Cancellation Notice

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To:

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Cancellation of Insurance Policy #[Policy Number]

Dear [Insurance Company Representative's Name],

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

For your records, my details are as follows:

- Policy Number: #[Policy Number]
- Policyholder Name: [Your Name]
- Address: [Your Address]

As per the policy terms, I would appreciate a written confirmation of this cancellation along with any necessary final documentation. Please also inform me about the process for any potential refund of the unearned premium.

Thank you for your attention to this matter. If you require any further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]