

Cancellation Notice for Business Interruption Insurance

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Dear [Insurance Company Representative's Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of my Business Interruption Insurance policy with the details provided above.

Due to changes in my business operations and current financial considerations, I have decided to terminate this policy effective [Insert Effective Cancellation Date]. Please send me a confirmation of this cancellation at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]