

# Cancellation Request Letter

To,

Customer Service Department,  
[Insurance Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State, Zip Code]

Date: [Insert Date]

Subject: Request for Cancellation of Van Insurance Policy

Dear Sir/Madam,

I am writing to formally request the cancellation of my van insurance policy with policy number [Insert Policy Number], which was issued on [Insert Start Date]. I would like the cancellation to take effect on [Insert Effective Date].

Please confirm the cancellation and any final actions I need to take, including the refund of any premiums, if applicable.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Address Line 1]  
[Your Address Line 2]  
[City, State, Zip Code]  
[Your Contact Number]  
[Your Email Address]