

Cancellation of Group Life Insurance Policy

To Whom It May Concern,

I am writing to formally request the cancellation of our group life insurance policy, policy number **123456789**, effective immediately.

Please consider this letter as a notice for cancellation in accordance with the terms of our contract. We no longer require this coverage and appreciate your prompt attention to this matter.

Should you require any further information or confirmation regarding this cancellation, feel free to contact me at **(123) 456-7890** or **email@example.com**.

Thank you for your assistance.

Sincerely,

Your Name

Your Title

Your Company

Address

City, State, Zip Code