

Cancellation Request for Group Life Insurance

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Cancellation of Group Life Insurance Policy

Dear [Insurance Company Name],

I am writing to formally request the cancellation of my group life insurance policy, identified by policy number [Policy Number]. Please consider this letter as my official notice for cancellation, effective immediately.

I would appreciate a written confirmation of the cancellation and any relevant details regarding the final status of the policy, including any refunds or remaining benefits.

Thank you for your attention to this matter. Please contact me at the above phone number or email address if you have any questions.

Sincerely,

[Your Name]