

# Inquiry Regarding Annuity Insurance Policy Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Contact Name],

I am writing to inquire about the cancellation process for my annuity insurance policy with the policy number [Insert Policy Number].

Due to [brief reason for cancellation, if comfortable sharing], I am considering terminating my policy. I would like to understand the implications of this decision, including any fees or potential loss of benefits.

Could you please provide me with the details regarding:

- The procedure for cancellation
- Any penalties or fees associated with cancellation
- How my funds will be disbursed
- Any other important information I should be aware of

I appreciate your assistance and look forward to your prompt response to my inquiry.

Thank you.

Sincerely,

[Your Name]