

Car Insurance Policy Cancellation Request

To,

Customer Service Department
[Insurance Company Name]
[Company Address]
[City, State, ZIP Code]

Date: [Insert Date]

Subject: Request for Cancellation of Car Insurance Policy

Dear Sir/Madam,

I am writing to formally request the cancellation of my car insurance policy with your esteemed company. The details of my policy are as follows:

- Policy Number: [Insert Policy Number]
- Insured Vehicle: [Insert Vehicle Make, Model, Year]
- Insured Person: [Insert Your Name]

As of [Insert Cancellation Date], I would like the cancellation to be effective immediately. Please confirm that my policy has been cancelled and inform me about any further steps or requirements on my part.

Thank you for your prompt attention to this matter. I look forward to your confirmation soon.

Sincerely,

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Phone Number]
[Your Email Address]