

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Cancellation of Life Insurance Policy

Dear [Insurance Company Name],

I am writing to formally request the cancellation of my life insurance policy with the following details:

Policy Number: [Your Policy Number]

Please consider this letter as my official notice of cancellation, effective immediately. I understand that any premiums paid up until this date will not be refundable.

Kindly confirm the termination of the policy and send me a written confirmation of the cancellation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]