

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Insurance Company Name
Company Address
City, State, Zip Code

Dear [Insurance Company Name],

I am writing to formally request the cancellation of my pet insurance policy, [Policy Number], which I have with your company. Please consider this letter as my official notice of cancellation.

As per the terms and conditions of my policy, I would appreciate if you could process my cancellation effective [Desired Cancellation Date]. Please send me written confirmation of the cancellation to my address listed above.

Thank you for your assistance in this matter.

Sincerely,
[Your Name]