

# Property Insurance Policy Cancellation Letter

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

[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I am writing to formally request the cancellation of my property insurance policy, policy number [Policy Number]. I would like to ensure that this cancellation is effective as of [Desired Cancellation Date].

Please send me a confirmation of the cancellation and any information regarding any remaining balance, if applicable.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]