

Insurance Policy Renewal Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Name],

Policy Number: [Insert Policy Number]

I am writing to formally request the cancellation of the renewal of my insurance policy, effective immediately. Please consider this letter as my official notice.

While I appreciate the coverage provided, I have decided to pursue other options that better suit my current needs.

Kindly confirm the cancellation of my policy renewal and ensure that no further charges are processed to my account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]