

Business Insurance Policy Cancellation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Dear [Insurance Company Representative],

Subject: Cancellation of Business Insurance Policy #[Policy Number]

I am writing to formally notify you of the cancellation of our business insurance policy effective [Cancellation Date]. Our policy number is [Policy Number].

We have decided to terminate this policy due to [brief explanation of reason for cancellation, e.g., "a change in our business direction" or "finding a more competitive rate"].

Please confirm the cancellation of our policy in writing at your earliest convenience. We request that any unused premium be refunded to us. If you need any further information or documentation, please feel free to contact me directly.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]