

Insurance Policy Cancellation Request

[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 Name],

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

Policy Number: [Your Policy Number]
Type of Insurance: [Type of Insurance, e.g., auto, home, etc.]

Please consider this letter as my official notice of cancellation. I request that you process this cancellation effective immediately and provide written confirmation of the policy cancellation at your earliest convenience.

Thank you for your attention to this matter. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]