

# Insurance Policy Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

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

Dear [Insurance Company Representative's Name],

I am writing to formally request the cancellation of my insurance policy #[Policy Number] effective immediately. I request that you confirm this cancellation in writing.

Please let me know if there are any further steps I need to take to finalize this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]