

# Insurance Policy Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

## **Subject: Notice of Cancellation of Insurance Policy**

Dear [Insurance Company Name],

I am writing to formally notify you that I wish to cancel my insurance policy with policy number [Insert Policy Number], effective [Insert Cancellation Date].

As per the terms and conditions of the policy, I understand that my request for cancellation will be processed accordingly. Please send me a written confirmation of this cancellation.

Thank you for your attention to this matter. If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]