

Letter Template for Insurance Policy Cancellation

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Insurance Company Name
Company Address
City, State, Zip Code

Dear [Insurance Company Name],

I am writing to formally request the cancellation of my insurance policy, Policy Number [Your Policy Number], effective immediately.

Due to [brief reason for cancellation, if desired], I have decided to discontinue my coverage with your company.

Kindly confirm the cancellation of my policy and ensure that no further payments are processed from my account. Please send me a written confirmation of the cancellation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]