

Response to Your Insurance Cancellation Inquiry

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for reaching out to us regarding your recent inquiry about the cancellation of your insurance policy.

We understand that circumstances may change, and we want to ensure that all your questions are addressed. Below are the details concerning your cancellation request:

- **Policy Number:** [Insert Policy Number]
- **Cancellation Effective Date:** [Insert Date]
- **Refund Status:** [Insert Refund Information if applicable]

If you need any further assistance or would like to discuss your options, please do not hesitate to contact our customer service team at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]