Professional insurance cancellation letter

Subject: Request for Car Insurance Policy Cancellation

Dear [Insurance Company Name],

I am writing to request the cancellation of my car insurance policy [Policy Number] effective [Desired Cancellation Date]. Please process this cancellation and refund any eligible premium amounts to my account.

Kindly confirm receipt of this letter and the effective cancellation date.

Sincerely,

[Your Name]

[Policyholder ID, if applicable]

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