

Preliminary Cancellation Request Email

Subject: Preliminary Request to Cancel Home Insurance Policy

Dear [Insurance Agent],

I am considering cancelling my current home insurance policy [policy number]. Before proceeding, I would like to know what final balance or refunds would apply. If possible, please confirm the cancellation process and whether any penalties apply.

Once I receive your confirmation, I will finalize the cancellation request.

Kind regards,

[Your Name]

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