

# Insurance Cancellation Letter

Dear [Insurance Provider],

I am writing this letter to formally request the cancellation of my insurance policy with your company.

My policy number is [policy number], and it was issued on [date of issue].

Due to a change in my circumstances, I am no longer in need of this insurance policy. I would appreciate it if you could process my request for cancellation as soon as possible. Please let me know what further steps are required from me to complete this process.

I understand that there may be some fees or charges associated with the cancellation of my policy, and I am willing to pay any outstanding balances owed to your company.

Thank you for your assistance in this matter. If you require any further information, please do not hesitate to contact me at [your contact information].

Sincerely,

[Your Name]