

Expressive cancellation request with gratitude

Subject: Request for Policy Cancellation

Dear [Insurance Company Name],

I am writing to request the cancellation of my insurance policy [Policy Number]. While I have appreciated your services, circumstances require me to terminate this coverage.

Kindly process this request at your earliest convenience and confirm any refunds if applicable.

Thank you for your support throughout the policy duration.

Warm regards,

[Your Name]

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