

Formal Insurance Termination Letter

Subject: Termination of Insurance Policy [Policy Number]

Dear [Insurance Company Name],

I am writing to formally request the termination of my insurance policy [Policy Number] effective from [Termination Date]. Kindly confirm the cancellation and provide any necessary instructions regarding refunds or outstanding premiums.

Please acknowledge receipt of this letter and confirm the termination at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Contact Information]

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