

# Official Letter for Termination of Group Insurance Policy

Subject: Termination of Group Insurance Policy [Policy Number]

Dear [Insurance Company Name],

We, [Company Name], hereby request the termination of our group insurance policy [Policy Number] effective [Termination Date]. Please provide confirmation and details regarding any outstanding obligations or refunds.

Thank you for your cooperation.

Sincerely,

[Authorized Signatory Name]

[Position]

[Company Name]

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