TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Insurance Termination Letter  
  
Dear **[Insurance Company Name]**,

I am writing to request the cancellation of my life insurance policy with your esteemed organization. I have been a valued policyholder with you for the last **[Number of Years]**, but due to unforeseen circumstances, I have decided to discontinue the policy.

I would like to take this opportunity to express my gratitude for your prompt and efficient services throughout the years. I appreciate the support and assistance provided by your team, and I am confident that your organization will continue to provide quality service to your esteemed clients.

Please let me know the formalities that need to be completed for the policy cancellation process. I would appreciate it if you could refund the premium amount due to me at your earliest convenience.

Thank you for your understanding.

Sincerely,

**[Name]**