TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Termination of Life Insurance Policy

To whom it may concern,

This letter is a formal request to cancel the life insurance policy referenced above.

Please stop all debits or charges for future premium payments upon receipt of this letter.

I would like to cancel the policy immediately. Therefore, I am requesting the refund of any unused premiums within a period of 30 days from the receipt of this letter and a written confirmation of the cancellation for my records at your earliest convenience.

Sincerely,

Thomas Tanner

90378 Oliver Circle

Tampa, FL 33676