TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Insurance Termination Letter  
  
Dear Cancellation Department,

I am sending you this written notice to request cancellation of my insurance policy effective **[date you plan to cancel]**. I would appreciate you sending me written confirmation within 30 days that the cancellation has been put into effect.

Please refund the unused portion of my policy premium, and cease charging my bank account for payments of monthly premium.

Thanks for your prompt action on this matter.

Sincerely,

**[Signature]**

**[Your name]**

**[Your Address]**