TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Termination of Loan Insurance Policy

Respected Company,

I have to say that I want to cancel the loan insurance policy I had purchased from your company for the reason that I no longer require it for my company, and it will become expensive for me if I continue to pay for the insurance installment.

I would request you to cancel the insurance policy I bought from your company. I shall be very thankful to you.

Diego Vas