TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Insurance Termination Letter  
  
Respected sir,

I MR. J K Smith, would like to tell you that I have signed an insurance policy with you last week but as I researched, I got to know that there are other companies that are offering a good policy than your company, I would like to cancel my deal with you as I am interested in somewhere else.

I will visit you tomorrow for all the formal processes. I hope you will understand the customer’s demand and will provide good policy next time. Thanks.

Regards,

J K Smith, US