TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Insurance Termination Letter  
  
Dear Sir,

Please accept this letter as a formal request for cancelling my life insurance policy, 108978, with immediate effect. I request you to stop all charges and debits as well as related to the payments. I can produce receipts of all premiums paid during the tenure of this policy.

I at this moment request to cancel and return the premium I paid earlier. This cancellation request should be processed within 30 days of the date of this letter.

I request you to send a cancellation confirmation letter related to the policy. Please treat the matter as urgent and process it at the earliest.

Yours Sincerely,

Thomas Alva.