For a full guide read <https://sherianajamii.com/insurance-cancellation-letter>

[DATE]

[Recipient's name]

[Position]

[Name of the insurance Co.]

[address]

[City, State, Zip Code]

Re: Notice to cancel [insert a policy name and number]

Dear Mr./Ms [recipient's last name]

Please accept this letter as my official notice to cancel my above-captioned insurance policy effective [effective date]

I would appreciate you providing me with formal confirmation that the cancellation has been made within 30 days.

Please stop debiting my bank account for monthly premium payments and return the percentage of my policy premium that was not utilized.

I appreciate your understanding and quick response to this issue.

You may contact me through [email] or [phone] for any concerns.

Sincerely

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