

AUTO INSURANCE CANCELLATION LETTER

[Insurance Company Name]
[Insurance Company Address]
[City, State, ZIP Code]

Subject: Cancellation of Auto Insurance Policy - Policy Number: AC123456789

I am writing to formally request the cancellation of my auto insurance policy with XYZ Insurance Company under policy number AC123456789. I appreciate the coverage and services your company has provided, but circumstances have led me to make this decision.

Policy Details:

- Policy Number: AC123456789
- Vehicle Make and Model: Toyota Camry 2020
- Effective Date of Policy: June 15, 20XX
- Desired Date of Cancellation: September 15, 20XX

I understand that according to the terms of the policy, I need to provide 30 days notice for cancellation. Therefore, I kindly request that the policy be terminated effective September 15, 20XX, allowing for the appropriate notice period.

Reason for Cancellation:

I am selling my vehicle and will no longer be needing auto insurance coverage. As a result, I am requesting the cancellation of my policy.

Please provide instructions for any steps I need to take to complete the cancellation process. If there are any forms to fill out or additional information required from my end, please inform me at your earliest convenience.

I would also appreciate it if you could confirm in writing the effective date of cancellation and any refund or payment adjustments that may be applicable. Additionally, kindly send any confirmation of the cancellation to my email address mentioned above.

Thank you for your prompt attention to this matter. I want to express my gratitude for the service I have received during the duration of my policy with XYZ Insurance Company. I look forward to a smooth and efficient cancellation process.

Should I need to provide any further information or complete any necessary forms, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]
[Your Signature (if sending a printed letter)]