

# HOMEOWNERS INSURANCE CANCELLATION LETTER

John Smith  
123 Oak Street  
Springfield, IL 12345  
john.smith@email.com  
(555) 123-4567  
August 28, 2023

SecureHome Insurance Company  
Attn: Customer Service  
456 Pine Avenue  
Springfield, IL 12345

Subject: Cancellation of Homeowners Insurance Policy - Policy Number: SH12345678

Dear SecureHome Insurance Company,

I am writing this letter to formally request the cancellation of my homeowners insurance policy with policy number SH12345678 effective September 15, 2023. I kindly ask that you process this request and provide me with the necessary steps to complete the cancellation process.

I appreciate the coverage and services your company has provided me during the duration of this policy. However, due to the sale of my property, I am no longer in need of the insurance coverage. Please consider this letter as my formal notice to terminate the policy.

Please provide me with any required forms or documentation that I need to complete to finalize the cancellation. If there are any outstanding premiums or payments, please let me know the amount and the preferred method of payment. I want to ensure that all necessary steps are taken to conclude this process smoothly.

Additionally, I request a written confirmation of the cancellation and the effective date for my records. You can send this confirmation to my email address at john.smith@email.com or my mailing address mentioned above.

Thank you for your prompt attention to this matter. I look forward to receiving further instructions and confirmations regarding the cancellation process. If you require any further information or documentation from my end, please do not hesitate to contact me.

Sincerely,

John Smith  
[Your Signature if sending a printed letter]