

# LIFE INSURANCE CANCELLATION LETTER

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Insurance Company Name]  
[Attn: Customer Service Department]  
[Insurance Company Address]  
[City, State, ZIP Code]

Subject: Cancellation of Life Insurance Policy - Policy Number [Your Policy Number]

I am writing to request the cancellation of my life insurance policy with policy number [Your Policy Number] that I hold with [Insurance Company Name]. After careful consideration of my current financial situation and insurance needs, I have decided to cancel my policy effective [Desired Cancellation Date], which should provide ample time for processing this request.

I appreciate the services and coverage that [Insurance Company Name] has provided throughout the duration of my policy. However, my circumstances have changed, and I believe it is in my best interest to discontinue the policy at this time.

Please find the necessary information below for processing the cancellation:

- Policyholder Name: [Your Full Name]
- Policy Number: [Your Policy Number]
- Date of Birth: [Your Date of Birth]
- Mailing Address: [Your Current Address]

I kindly request that you send me a written confirmation of the policy cancellation once the process is completed. Additionally, if there are any forms or documentation required from my end, please let me know, and I will promptly provide them.

I understand that there might be applicable refund considerations for any unused premium payments. Kindly provide details regarding the refund process and the estimated timeframe for receiving the refund.

Thank you for your prompt attention to this matter. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

I appreciate your assistance in ensuring a smooth cancellation process. I look forward to receiving confirmation of the policy cancellation and any further instructions.

Sincerely,

[Your Signature]  
[Your Printed Name]