

# USAA INSURANCE CANCELLATION LETTER

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Date]

USAA  
9800 Fredericksburg Rd.  
San Antonio, TX 78288

Subject: Insurance Policy Cancellation Request - Policy Number 987654321

Dear USAA Insurance Services,

I am writing this letter to formally request the cancellation of my insurance policy with USAA. I have carefully reviewed my insurance needs and have decided to discontinue coverage under the policy mentioned above. I kindly request that you process the cancellation of the policy effective September 15, 2023, which should allow sufficient time for the policy to be terminated.

Policyholder Information:

- Name: John Doe
- Policy Number: 987654321
- Contact Number: (555) 123-4567
- Email Address: johndoe@email.com
- Mailing Address: 567 Elm Street, Anytown, CA 12345

Reason for Cancellation:

Due to a recent change in my financial situation, I have found alternative insurance coverage that better suits my current needs. As a result, I have decided to cancel my existing policy with USAA.

I kindly ask that you provide written confirmation of the policy cancellation, along with any necessary refund of premiums owed to me. Please communicate any further steps I need to take to ensure a smooth cancellation process.

Please send all correspondence related to this cancellation request to the mailing address provided above, or you can reach me at the contact number or email address mentioned.

Thank you for your prompt attention to this matter. I appreciate the services provided by USAA, but my current situation requires me to discontinue this policy. I look forward to receiving confirmation of the cancellation and any further instructions.

Sincerely,

[Your Signature]  
John Doe