

EXTENDED WARRANTY CANCELLATION LETTER

[Extended Warranty Provider's Name]

[Extended Warranty Provider's Address]

[City, State, ZIP Code]

Subject: Extended Warranty Cancellation Request - Contract No: [Your Warranty Contract Number]

Dear [Extended Warranty Provider's Name],

I am writing to formally request the cancellation of the extended warranty associated with my [Product Make and Model] under the contract number [Your Warranty Contract Number]. I appreciate the coverage your warranty has provided, but after careful consideration, I have decided to cancel the extended warranty for the following reasons:

[Specify the reasons for cancellation - e.g., found alternative coverage, no longer own the product, financial considerations, etc.]

[Additional reasons, if applicable]

To facilitate the cancellation process, I have enclosed the necessary documents and information required for your records:

Proof of Purchase: [Attach a copy of your original purchase receipt or invoice]

Extended Warranty Contract: [Include a copy of the extended warranty contract or policy]

I kindly request that you process this cancellation request at your earliest convenience and provide written confirmation of the cancellation. Additionally, I would appreciate clarification on any steps or procedures I need to follow to complete the cancellation successfully.

Please ensure that any applicable refund is processed promptly, as per the terms and conditions outlined in the extended warranty agreement.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I look forward to a swift resolution of this matter.

Thank you for your prompt attention to this request. I appreciate your understanding and cooperation.

Sincerely,

[Your Full Name]

[Your Signature - if sending a physical letter]