Letter to Request Cancellation of an Insurance Policy

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Please accept this formal request of cancellation of my life insurance policy with you, the reference number of which is #123456. I want the cancellation to take effect from [enter date]. Also, I request you to refund the remaining dues and provide me with a written confirmation when the policy is cancelled. Thank you!

Sincerely,

[Your Name]

[Senders Title] -Optional-