

Letter to Cancel Insurance Policy

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am writing this letter to you regarding my insurance. I took an insurance policy from your company on [enter date]. My policy no. is [enter no.]. I am now requesting you to cancel my insurance. It will be encouraged if you please send me the written confirmation once my insurance is cancelled. I hope that there will be no further charges made on my bank account since i am cancelling my insurance policy.

I know that it will take time though i will certainly appreciate if the action is taken promptly. Many thanks!

[You're Name]

[Senders Title] -Optional-