To,

[Name of Recipient]

[Designation of Recipient]

[Name of the Company]

Date:

**Subject: Insurance Termination Letter**

Dear Mr./Mrs. [name of Recipient],

I am writing this letter to formally request you to terminate the insurance for policy number, [mention insurance policy number], with immediate effect. [You can also state the reason(s) of any such termination].

Please make sure to cancel this insurance policy and confirm to me in writing that this has been done and send me any refund due.

I am hopeful that you will take this matter into your consideration and try to resolve it as soon as possible.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]