[Name of Recipient]

[Designation of Recipient]

[Name of the Insurance Company]

Date:

[Sender’ Name]

[Sender’s Address]

**Subject: Insurance Policy Cancellation Letter**

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

I am writing this letter to officially request you to cancel my insurance with your company for the insurance policy number [mention the Insurance Policy number], with immediate effect.

Please confirm to me in writing that this has been done and send me any refund due. Sorry for the inconvenience and I hope that you will take immediate action to this matter. For any queries, feel free to contact me any time.

Thanking you!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]