

---

# Insurance Termination Letter Sample

---

**James Patterson**

**1234 Maple Street**

**Springfield, IL, 62704**

**Email: jpatterson@email.com**

**Phone: (555) 987-6543**

**Date: [Date]**

**To Whom It May Concern,**

I am writing to formally request the termination of my insurance policy with your company, Policy Number: ABC123456, effective immediately from [Date]. This decision comes after careful consideration of my current needs and financial situation.

During my time with [Insurance Company Name], I have found your services to be exemplary, and this decision is no reflection of your company's performance or customer service quality. Instead, it is a personal decision driven by my changing circumstances.

Please consider this letter as my formal notification for policy cancellation, as per the terms outlined in my policy agreement. I kindly request written confirmation of the termination, including details of any applicable refunds or outstanding premiums that need to be settled.

Additionally, I would appreciate guidance on the process for ensuring a smooth transition as I make alternative arrangements for my insurance needs. Should there be

any further information or documentation required from my side, please do not hesitate to contact me directly.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response confirming the cancellation of my policy.

**Yours sincerely,**  
**James Patterson**