

John Doe
123 Main Street
City, State ZIP

June 30, 2024

Pet Insurance Co.
456 Insurance Ave.
Different City, State ZIP

RE: Formal Pet Insurance Coverage Cancellation Notice

Dear Sir or Madam,

I am writing to formally request the cancellation of my pet insurance policy, effective immediately. Please find my policy details below:

Policyholder Name: John Doe

Policy Number: PI-1234567

Insured Pet Name: Max

Kindly confirm the termination of my policy and cease any further premium deductions. Please provide written confirmation of the cancellation and any relevant documentation regarding the closure of my account.

If there are any additional steps required on my part, please inform me at your earliest convenience.

Sincerely,
John Doe

(Signature)