

[Date]

[Pet Insurance Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State, ZIP Code]

Subject: Request to Close Pet Insurance Account – Policy #[Policy Number]

Dear [Customer Service/Recipient Name],

I am writing to formally request the closure of my pet insurance account with [Pet Insurance Company Name].

My policy number is [Policy Number] for my pet, [Pet's Name].

Please process the cancellation effective from [Desired Cancellation Date] and provide written confirmation of the closure. Kindly inform me about any final steps or required documentation to complete this process.

I appreciate your assistance and thank you for your services to date.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]