

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Insurance Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Pet Insurance Policy Cancellation Request

To Whom It May Concern,

I am writing to formally request the cancellation of my pet insurance policy with your company. Please find my policy details below:

Policy Number: [Your Policy Number]
Policyholder Name: [Your Name]
Pet Name: [Your Pet's Name]

Please consider this letter as my official notice to cancel the above-referenced policy effective [Desired Cancellation Date]. I would appreciate receiving written confirmation of the cancellation, along with any refund of premiums owed to me.

Kindly let me know if you require any further information or documents from my side to process this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]