

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

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

**Subject: Request for Cancellation of Term Life Insurance Policy**

Dear Sir/Madam,

I am writing to formally request the cancellation of my term life insurance policy with your company. Below are the details of my policy:

Policyholder Name: [Your Name]  
Policy Number: [Policy Number]  
Effective Date: [Policy Start Date]

Please consider this letter as my official request for the immediate cancellation of the above-mentioned policy. Kindly process any necessary paperwork, and confirm the termination of my policy at your earliest convenience. I would appreciate written confirmation of the cancellation and final statement of account.

Should you require any further information or documentation, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]