

# Sample Email Format for Term Life Insurance Cancellation

**Subject:**

Request for Cancellation of Term Life Insurance Policy

**To:**

[Insurance Company Email Address]

**Email Body:**

Dear [Insurance Provider's Name or Customer Service],

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

**Policyholder Name:** [Your Full Name]

**Policy Number:** [Your Policy Number]

**Contact Number:** [Your Phone Number]

**Email Address:** [Your Email Address]

Kindly consider this email as my official request to terminate my term life insurance policy, effective immediately. Please send a written confirmation regarding the cancellation and let me know if any further information or action is required from my side.

Thank you for your assistance.

Sincerely,

[Your Full Name]