

June 14, 2024

Insurance Company Name  
Attn: Cancellation Department  
Address Line 1  
Address Line 2  
City, State ZIP Code

**Re: Request to Cancel Term Life Insurance Policy #[Your Policy Number]**

Dear Sir/Madam,

I am writing to formally request the cancellation of my term life insurance policy, effective immediately. The details of my policy are as follows:

Policyholder Name: [Your Name]  
Policy Number: [Your Policy Number]

Please consider this letter as my official request for cancellation. Kindly process any final paperwork and confirm the termination of the policy in writing. If there are any refunds due to me, please arrange for them at your earliest convenience.

Please let me know if you require any additional information to complete this process. Thank you for your attention to this matter.

Sincerely,

[Your Name]

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