

Statement of Intent to Cancel Term Life Insurance

Date:

To:

Customer Service Department
[Insurance Company Name]
[Address Line 1]
[City, State, ZIP]

Subject: Request for Cancellation of Term Life Insurance Policy

Dear Sir or Madam,

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

Policy Number: [Insert Policy Number]

Policyholder Name: [Insert Your Name]

Please consider this letter as my written statement of intent to cancel the above-mentioned policy effective immediately (or specify a desired cancellation date). Kindly confirm the effective date of cancellation in writing, and inform me if any additional actions or documents are required on my part.

I would appreciate written confirmation of the cancellation for my records.

Thank you for your prompt attention to this matter.

Sincerely,

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