

Your Name  
Your Address  
City, State ZIP Code  
Phone Number  
Email Address

Date: \_\_\_\_\_

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

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

Dear Sir/Madam,

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

- Policyholder Name: \_\_\_\_\_
- Policy Number: \_\_\_\_\_

Please consider this letter as my official written request for termination. Kindly process any refund of unearned premium, if applicable, and confirm the cancellation in writing to the address or email provided above.

Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name