

[Date]

To,
The Manager,
[Insurance Company Name]
[Branch Address]
[City, ZIP Code]

Subject: Cancellation Request of Marine Insurance Policy [Policy Number]

Dear Sir/Madam,

I am writing to formally request the cancellation of my Marine Insurance Policy bearing number [Policy Number], effective from [Desired Cancellation Date]. Please consider this as my official notice in accordance with the terms and conditions of the policy.

Kindly process the refund of the eligible premium, if any, to my registered account. Please let me know if you require any further information or documentation to facilitate this process.

I would appreciate your prompt attention to this matter and a written confirmation of the policy cancellation at your earliest convenience.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Address]
[Contact Number]
[Email Address]