

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notification of Insurance Service Conclusion

Dear [Client Name],

This letter serves to formally confirm the conclusion of our insurance services for [Policy Type/Account Name], effective as of [End Date].

We want to ensure a smooth transition for you. Please find attached a summary of your final account status and any necessary documentation regarding your policy history. Should you have any outstanding claims or pending administrative matters, our team will remain available until [Final Contact Date] to assist you in finalizing these items.

We have valued our professional relationship and the trust you placed in [Agency Name]. As part of our commitment to continuous improvement, we invite you to share your feedback regarding your experience with us.

Please take a moment to complete our brief **Insurance Service Exit Survey** by clicking the link below:

[Click Here to Start the Survey](#)

Your insights are vital in helping us refine our services for future clients. We wish you the very best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]