

[Date]

[Recipient Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Confirmation of Policy Cancellation - Policy #[Policy Number]

Dear [Recipient Name],

This letter is to confirm that your insurance policy with [Company Name] has been officially cancelled, effective [Effective Date].

We want to thank you for the time you spent as a policyholder with us. It has been a pleasure serving your insurance needs. Please note that if there are any outstanding refunds due to you, they will be processed within [Number] business days via [Method of Payment].

### **Your Feedback Matters**

As we strive to improve our services, we would appreciate it if you could take a moment to share your experience with us. Your feedback is invaluable in helping us understand how we can better serve our customers in the future.

Please click the link below to complete a brief 2-minute exit survey:

[Click Here to Start the Exit Survey](#)

If you have any questions regarding your final statement or if your insurance needs change in the future, please do not hesitate to contact our customer service team at [Phone Number] or [Email Address].

We wish you the very best.

Sincerely,

[Sender Name]

[Title]

[Company Name]