

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notice of Conclusion of Insurance Services

Dear [Client Name],

This letter serves as official confirmation that your insurance services with [Company Name] for policy number [Policy Number] have concluded, effective [End Date].

We would like to thank you for choosing us for your insurance needs. We hope that our services met your expectations during our time together. Please ensure that you have secured alternative coverage to avoid any lapse in protection.

As we strive to improve our client experience, we invite you to participate in a brief exit survey. Your feedback is invaluable to us and will help us improve our future service offerings.

You can access the survey by clicking the link below:

[Take Our Exit Survey](#)

If you have any questions regarding the closure of your account or require any final documentation, please contact our support team at [Phone Number] or [Email Address].

We wish you the very best in your future endeavors.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]