

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

**Subject: Signature Required for Homeowners Insurance Cancellation**

Dear [Policyholder Name],

We are writing to process the cancellation of your homeowners insurance policy as requested.

**Policy Details:**

Policy Number: [Policy Number]

Insured Property: [Property Address]

Effective Date of Cancellation: [Date]

To finalize this request and ensure any applicable premium refunds are issued, we require your formal signature on the attached Cancellation Request/Policy Release form.

Please review, sign, and return the document using one of the following methods:

- Email a scanned copy to: [Email Address]
- Fax to: [Fax Number]
- Mail to: [Office Address]

If you have already secured replacement coverage, please provide the name of your new carrier and the new policy number for our records to ensure there is no lapse in your mortgage escrow requirements.

If you have any questions, please contact our office at [Phone Number].

Sincerely,

[Agent/Representative Name]

[Agency Name]