[Your Name]
[Your Current Mailing Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

RE: Notice of Cancellation for Policy Number: [Your Policy Number]

To Whom It May Concern,

Please accept this letter as formal notification to cancel the insurance policy listed above for the property located at [Address of Sold Property].

This cancellation is requested because the property has been sold. The closing date of the sale was [Date of Sale]. I would like the cancellation to be effective as of [Requested Cancellation Date].

Please stop all automatic payments or premium withdrawals associated with this policy immediately. If there are any unused premiums remaining on this account, please issue a refund check to my current mailing address listed at the top of this letter.

Please send a written confirmation once the cancellation has been processed. Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]