

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

[Date]

[Policyholder Name]
[Mailing Address]
[City, State, Zip Code]

RE: Confirmation of Policy Cancellation

Policy Number: [Policy Number]
Insured Property: [Property Address]
Effective Date of Cancellation: [MM/DD/YYYY]

Dear [Policyholder Name],

This letter serves as formal confirmation that your homeowners insurance policy listed above has been cancelled at your request, effective [MM/DD/YYYY] at 12:01 AM.

As of the effective date, all coverage provided under this policy has ceased. Please ensure that you have secured alternative insurance coverage to protect your property and satisfy any requirements set by your mortgage lender.

Refund Information:

[Option 1: A refund check for the unearned premium in the amount of \$[Amount] will be mailed to you within [Number] business days.]
[Option 2: Our records indicate no refund is due at this time.]

Mortgage Clause:

A copy of this notice has been sent to your mortgage lender, [Lender Name], to inform them of the change in coverage status.

If you have any questions regarding this cancellation or if you believe this notice was sent in error, please contact our customer service department at [Phone Number] immediately.

Thank you for the opportunity to have served your insurance needs.

Sincerely,

[Agent Name/Department Name]
[Insurance Company Name]