

[Date]

[Insured Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Confirmation of Policy Cancellation

Dear [Insured Name],

This letter serves as formal confirmation that we have processed your request to cancel your homeowners insurance policy.

Policy Details:

- Policy Number: [Policy Number]
- Insured Property: [Property Address]
- Cancellation Effective Date: [Date] at 12:01 A.M.

Please be advised that all coverage under this policy will cease as of the effective date listed above. If you have a mortgage on your property, we recommend notifying your lender immediately to ensure you remain in compliance with your loan agreement.

Refund Information:

[Select one:]

A refund check for the unearned premium in the amount of \$[Amount] will be mailed to you within [Number] business days.

OR

There is no refund due at this time as the premium has been fully earned or there is an outstanding balance of \$[Amount].

Thank you for the opportunity to have served your insurance needs. If you have any questions regarding this cancellation, please contact your agent or our customer service department at [Phone Number].

Sincerely,

[Name/Department]

[Insurance Company Name]