

[Date]

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

Re: Confirmation of Homeowners Policy Cancellation

Policy Number: [Policy Number]  
Property Address: [Old Property Address]

Dear [Policyholder Name],

This letter confirms that your homeowners insurance policy for the property located at [Old Property Address] has been cancelled at your request, effective [Cancellation Date].

The reason for this cancellation is recorded as a change of residence/sale of the property. Please note that as of the effective date mentioned above, all coverage for this location has ceased.

**Refund Information:**

[Option 1: A refund check for the unearned premium in the amount of \$[Amount] will be mailed to your new address within [Number] business days.]

[Option 2: No refund is due at this time as the policy was paid through the cancellation date.]

We have updated our records with your new mailing address provided: [New Mailing Address].

If you have any questions regarding this cancellation or if you require a quote for your new residence, please contact your agent at [Phone Number] or visit our website.

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

Sincerely,

[Name of Insurance Company]  
[Department/Agent Name]  
[Contact Phone Number]