

[Current Date]

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

RE: Notice of Cancellation of Homeowners Insurance Policy

Policyholder Name: [Your Full Name]
Policy Number: [Your Policy Number]
Property Address: [Address of the Sold Property]

To Whom It May Concern,

Please accept this letter as formal notification to cancel the homeowners insurance policy for the property listed above. This property was sold on [Date of Sale/Closing].

I request that the cancellation be effective as of [Cancellation Date, usually the day after closing].

Please provide a written confirmation of this cancellation and a statement regarding any prorated premium refund due to me. Any refund checks should be mailed to my new address provided below:

[Your New Mailing Address]
[City, State, Zip Code]

If you require any further documentation, such as the closing statement, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]