

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Confirmation of Mutual Agreement to Cancel Policy

Dear [Policyholder Name],

This letter serves as formal confirmation that your homeowners insurance policy, listed below, has been cancelled by mutual agreement.

Policy Number: [Policy Number]

Insured Property: [Property Address]

Cancellation Effective Date: [Date] at [Time, e.g., 12:01 AM]

Based on our mutual agreement, coverage for the property mentioned above ceased on the effective date stated. No further premiums are due for this policy period, and no further claims will be accepted for incidents occurring after the cancellation date.

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: There is no refund applicable as the policy was paid through the cancellation date.]

If you have any questions regarding this cancellation or if you require a new quote in the future, please contact your agent at [Phone Number] or [Email Address].

Sincerely,

[Name of Authorized Representative]

[Title]

[Insurance Company Name]