

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Confirmation of Cancellation - Homeowners Insurance Policy

Dear [Policyholder Name],

This letter serves as formal confirmation that your replacement coverage homeowners insurance policy, number **[Policy Number]**, has been cancelled effective **[Cancellation Date]**.

Policy Details:

Property Address: [Insured Property Address]

Reason for Cancellation: [Reason - e.g., Request by Insured / Replacement Policy Obtained]

As of the effective date mentioned above, all coverage provided under this policy has ceased. This includes protection for the dwelling, personal property, and liability coverage.

[Select one option below]

- A refund check for the unearned premium in the amount of \$[Amount] will be mailed to you within [Number] business days.
- There is no refund due at this time as the premium was paid through the cancellation date.
- The unearned premium has been credited back to your original payment method.

If your mortgage is paid through an escrow account, we have notified your mortgage lender, [Mortgage Company Name], of this cancellation. We recommend that you verify with them that your new replacement policy information has been received to ensure there is no lapse in required coverage.

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

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

Sincerely,

[Name of Representative]

[Company Name]

[Contact Information]