

[Your Name]  
[Your Property Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

RE: Notice of Cancellation - Failure to Provide Roof Inspection

Policy Number: [Your Policy Number]

To Whom It May Concern,

I am writing to formally notify you of the cancellation of my homeowners insurance policy, effective as of [Cancellation Date].

The reason for this cancellation is the company's failure to conduct the required roof inspection within the timeframe specified in our agreement. Due to this lack of inspection and the resulting uncertainty regarding my coverage status, I have decided to secure coverage with another provider.

Please stop all automatic payments and premium deductions associated with this policy immediately. I expect a pro-rated refund of any unearned premiums paid for the remainder of the policy term. Please mail the refund check to my address listed above.

Please provide written confirmation of this cancellation and the amount of the refund within [Number, e.g., 10] business days.

Sincerely,

[Your Signature]

[Your Printed Name]