

[Your Name]  
[Your Mailing 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 Elevation Certificate

Policy Number: [Your Policy Number]  
Insured Property Address: [Property Address, City, State, Zip Code]

To Whom It May Concern,

I am writing to formally request the cancellation of my flood insurance policy, referenced above, effective as of [Cancellation Date].

This cancellation is being requested because I have been unable to provide the required Elevation Certificate (EC) for the insured property. As a result of the missing documentation, I understand the policy cannot be maintained under the current rating or underwriting requirements.

Please process a refund of any unearned premiums paid for the remainder of the policy term. Please send the refund check and the formal notice of cancellation to my mailing address listed above.

If you require any further information to process this request, please contact me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]