

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

[Date]

[Insurance Company Name] / [Service Provider Name]
[Policy/Account Department]
[Address]
[City, State, Zip Code]

RE: Notice of Cancellation - Policy/Account Number: [Number]

To Whom It May Concern,

Please accept this letter as formal notification to cancel my insurance policy/service agreement for the vacant property located at:

[Full Address of Vacant Property]

I request that the cancellation be effective as of **[Date of Cancellation]**. This request is being made because [Reason: e.g., the property has been sold / the property is now occupied / I am switching providers].

Please stop all future billing and automatic withdrawals associated with this account starting from the effective date mentioned above. I also request a written confirmation of this cancellation and a refund of any unearned premiums or prepaid fees for the remaining term of the policy/service.

Please send the confirmation and any applicable refund check to my current mailing address listed at the top of this letter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]