

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Insurance Company Name]

[Agent/Broker Name]

[Address]

[City, State, Zip Code]

RE: Notice of Cancellation for Commercial Property Insurance Policy

Policy Number: [Enter Policy Number]

Property Address: [Enter Full Address of the Unoccupied Property]

Dear [Name of Contact Person or Department],

Please accept this letter as formal notification to cancel the above-referenced insurance policy effective as of [Date of Cancellation].

This cancellation is requested because the property is currently unoccupied and [Reason for cancellation: e.g., the building has been sold, coverage has been moved to a specialist vacant property insurer, or the business is being liquidated].

I request a written confirmation of this cancellation and a statement showing any unearned premium to be refunded. Please forward the refund check for the pro-rata balance of the premium to the mailing address listed at the top of this letter within [Number, e.g., 30] days.

As of the effective date mentioned above, please cease all automatic premium withdrawals or billing cycles associated with this policy.

Thank you for your prompt attention to this matter. Please contact me at [Phone Number] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]