

[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 Policy Cancellation

Policy Number: [Enter Policy Number]

Insured Property Address: [Enter Vacant Property Address]

To Whom It May Concern,

Please accept this letter as formal notification to cancel the vacant dwelling insurance policy listed above effective [Cancellation Date].

The reason for this cancellation is: [Choose one: Property has been sold / Property is no longer vacant / Coverage replaced with a standard homeowners policy / Other].

I request a refund of any unearned premiums for the remaining term of the policy. Please mail the refund check to my mailing address listed at the top of this letter within 30 days.

Please provide a written confirmation acknowledging the cancellation of this policy and the final status of my account.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]