

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Insurance Company Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Cancellation - Vacant Property Policy**

Policy Number: [Policy Number]

Property Address: [Full Address of Inspected Property]

Dear [Contact Name or Underwriting Department],

Following the recent inspection of the property located at [Property Address] conducted on [Date of Inspection], I am writing to formally request the cancellation of the above-referenced insurance policy effective [Date of Cancellation].

This decision is based on the findings of the inspection report and the following reason:

- [Reason: e.g., Property has been sold / Property is now occupied / Extensive repairs required / Change in risk profile]

Please process this cancellation and issue a refund for any unearned premium to the mailing address listed above. I request that you send written confirmation of the cancellation and the final statement once processed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]