

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

[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

RE: Cancellation of Unoccupied Property Insurance

Policy Number: [Your Policy Number]
Insured Property Address: [Property Address]

Dear Customer Service Department,

Please accept this letter as formal notification to cancel the unoccupied rental property insurance policy for the address listed above.

I request that the cancellation be effective as of [Cancellation Date].

The reason for this cancellation is: [Reason, e.g., the property has been sold, a new tenant has moved in, or I have switched providers].

Please send a confirmation of this cancellation and any pro-rated premium refund to my mailing address listed at the top of this letter.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]