

[Date]

[Policyholder Name]

[Policyholder Address]

[City, State, Zip Code]

**RE: NOTICE OF POLICY CANCELLATION**

**Policy Number:** [Policy Number]

**Property Address:** [Insured Property Address]

Dear [Policyholder Name],

This letter serves as formal notification that [Insurance Company Name] is canceling your insurance policy, effective [Cancellation Date/Time].

This decision has been made due to a breach of the Vacancy Clause as outlined in your policy agreement. Based on our recent inspection/investigation, it has been determined that the insured premises have been vacant or unoccupied for more than [Number of Days, e.g., 60] consecutive days without prior written notification to the company or the attachment of a vacancy permit.

The vacancy of a property significantly increases the risk of loss, and per the terms of your contract, coverage is suspended or voided under these conditions.

Any unearned premium paid beyond the cancellation date will be calculated and refunded to you via [Check/Original Payment Method] within [Number] business days.

We recommend that you secure alternative insurance coverage immediately to ensure your property remains protected. Please contact your agent if you have any questions regarding this notice.

Sincerely,

[Signature]

[Name of Underwriter/Representative]

[Insurance Company Name]

[Phone Number]