

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Policyholder Name]
[Mailing Address]
[City, State, Zip Code]

Subject: Acknowledgment of Mid-Term Policy Cancellation Request

Dear [Policyholder Name],

We have received your request to cancel your homeowners insurance policy, number **[Policy Number]**, effective **[Cancellation Date]**.

This letter confirms that your request is being processed. Please note the following regarding your cancellation:

- **Coverage Termination:** Your coverage will cease at 12:01 AM on the effective date mentioned above.
- **Premium Refund:** Any unearned premium will be calculated and refunded to you via [Check/Original Payment Method] within [Number] business days.
- **Mortgage Notification:** If you have a mortgage on your property, we will notify [Mortgage Company Name] of this cancellation as required.

If you have secured coverage with another provider, no further action is needed. However, if you requested this cancellation in error, please contact us immediately at [Phone Number] to prevent a lapse in coverage.

Thank you for the opportunity to have served your insurance needs.

Sincerely,

[Agent/Representative Name]
[Title]
[Company Name]