

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

[Date]

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

RE: Acknowledgment of Mid-Term Policy Cancellation Request

Policy Number: [Policy Number]
Effective Date of Cancellation: [MM/DD/YYYY]

Dear [Policyholder Name],

We have received your request to cancel the above-referenced insurance policy mid-term. This letter serves as formal acknowledgment that your coverage will terminate effective [MM/DD/YYYY] at 12:01 A.M. local time.

Mortgagee Notification Status:

As required by the terms of your policy and legal regulations, we have notified your mortgagee/lienholder of this cancellation. Our records indicate the following entity has been informed:

Mortgagee Name: [Mortgagee Name]
Loan Number: [Loan Number]

Premium Refund Information:

[Option 1: Any unearned premium will be calculated on a pro-rata basis and a check will be mailed to you within (Number) business days.]

[Option 2: Our records indicate no refund is due at this time.]

Please note that most mortgage agreements require you to maintain continuous insurance coverage. We recommend you provide your lender with proof of new coverage immediately to avoid "force-placed" insurance.

If you have any questions or if this request was made in error, please contact your agent or our customer service department at [Phone Number] immediately.

Sincerely,

[Name/Signature]
[Title]
[Company Name]