

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Confirmation of Policy Cancellation

Dear [Customer Name],

This letter is to confirm that we have processed your request to cancel the following insurance policy:

- **Policy Type:** [Policy Type, e.g., Auto/Home/Life]
- **Policy Number:** [Policy Number]
- **Effective Cancellation Date:** [Date]

As of the effective date mentioned above, your coverage under this policy has ended. Please ensure you have alternative coverage in place if required by law or contract.

[Optional: Regarding your premium payments, a refund in the amount of \$[Amount] will be issued to you via [Method] within [Number] business days. / No refund is due as your premiums were paid through the cancellation date.]

If you have any questions or if you did not request this cancellation, please contact our customer service department immediately at [Phone Number] or via email at [Email Address].

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

Sincerely,

[Name of Representative]

[Company Name]