

[Current Date]

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

RE: Request to Cancel Hired and Non-Owned Auto (HNOA) Endorsement
Policy Number: [Your Policy Number]

To Whom It May Concern,

Please accept this letter as a formal request to remove the Hired and Non-Owned Auto (HNOA) endorsement from the above-referenced insurance policy.

The effective date for this cancellation should be [Date of Cancellation].

I understand that by removing this endorsement, my policy will no longer provide liability coverage for vehicles that are hired, rented, or used by employees for business purposes that are not owned by the company.

Please process this change and provide an updated policy declaration page reflecting the removal of the endorsement and any resulting premium adjustment.

Should you require further information, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]
[Company Name]