

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Request to Cancel Water Backup Coverage Endorsement
Policy Number: [Your Policy Number]

To Whom It May Concern,

I am writing to formally request the removal of the Water Backup and Sump Overflow Endorsement from my current insurance policy, effective as of [Requested Cancellation Date].

Please update my policy records to reflect this change and adjust my premium accordingly. I understand that by canceling this endorsement, I will no longer have coverage for damages resulting from water backing up through sewers or drains, or overflowing from a sump pump.

Please send me a written confirmation of this change and an updated declarations page showing the revised coverage and premium amount.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]