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

[Date]

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

RE: Cancellation of Vacation Property Liability Protection
Policy Number: [Policy Number]
Property Address: [Address of the Vacation Property]

To Whom It May Concern,

Please accept this letter as formal notification to cancel the liability protection policy associated with the vacation property listed above. I request that the cancellation be effective as of [Cancellation Date].

I am requesting this cancellation because [Reason for cancellation, e.g., property sold, switched providers, or no longer renting].

Please stop all automatic payments or recurring charges associated with this policy immediately. I also request a written confirmation of this cancellation and a refund of any unearned premiums paid for the remaining term of the policy.

Please send the confirmation and any applicable refund to the mailing address provided at the top of this letter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]