

[Your Full Name]
[Your Current Phone Number]
[Your Email Address]

[Date]

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

RE: Notice of Home Purchase and Request for Policy Transition/Cancellation

To Whom It May Concern,

I am writing to formally notify you that I have purchased my first home and will be transitioning from my current renters insurance policy to a homeowners insurance policy.

Current Policy Details:

Policy Type: [e.g., Renters Insurance]
Policy Number: [Your Current Policy Number]
Current Address: [Your Current Rental Address]

Option A: Transition to New Policy

I would like to transition my coverage to my new property effective [Closing Date]. Please provide a quote for homeowners insurance for the following address:
New Address: [Your New Home Address]

Option B: Cancellation of Current Policy

If I choose not to bundle with your company, please accept this letter as a formal request to cancel my current renters insurance policy effective [Date of Move/Closing Date]. Please send any prorated premium refunds to my new address listed below.

New Mailing Address:

[Your New Home Address]
[City, State, Zip Code]

Please confirm receipt of this notice and provide documentation regarding the status of my policy via email at [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]