**Sample Car Insurance Cancellation Letter**

[Date]

To Whom It May Concern,

I am requesting the cancellation of my auto insurance policy, [policy number], effective [date new policy begins]. As of that date, I will be covered by [new insurance company name], policy number [new policy number]. Please stop all automatic payments or debits from my account as of that date.

I am also requesting written confirmation of the cancellation and the timely refund of any unused premiums. Both may be sent to me at the following address:

[Name]  
[Address]  
[City, State, ZIP]

If you have questions, please contact me at [phone number] or [email].

Sincerely,  
[Your signature]

[Your full name]