Insurance Cancellation Letter

From,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_ (date of writing the letter)

To,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Subject: Regarding the termination of your policy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (policy number if any)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of customer),

This is written with reference to the notices sent to you by our \_\_\_\_\_\_\_\_\_\_\_\_ (official concerned), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date concerned) about the timely payment of the premiums of the policy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (policy description) and your lack of interest in doing the same.

According to our company’s regulations and norms we have decided to terminate the policy under Clause 6 of our customer services agenda within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of termination). The clearing of the mutual dues remaining will be carried out on the mentioned date, and we will be relieved of our duty to serve you. We hope this will be treated with the urgency it deserves.

Thank you.

With regard,

Name and Signature