

[Your name]  
[Address line 1]  
[Address line 2]  
[Address line 3]  
[Postcode]

[Date]

[Insurance company name]  
[Address line 1]  
[Address line 2]  
[Address line 3]  
[Postcode]

Dear sir/madam

Policy number: [Policy number]

Please can you cancel the above numbered insurance policy [with immediate effect/from the following date].

Can you please send me confirmation that this policy has been cancelled and whether a cancellation fee will be applied.

[Insert wording/details which formerly cancels the insurance policy in line with the terms and conditions of your policy. We cannot advise on what this wording should be as we have not had sight of those terms and conditions].

Many thanks for your assistance.

Yours faithfully

[Your signature]

[Your name]