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| Sample Car Insurance Cancellation Letter*{Today’s Date}{Your name}{Address}**{Auto Insurance Policy #}{Name of Insurance Company}{Address} RE: Auto Insurance Policy Cancellation**To Whom It May Concern [include name of person, if known]I am writing this letter to inform you of my intention to cancel auto insurance policy {Insurance policy #}.* *The reason for cancellation is {reason you want to cancel your policy}.**The effective date of policy cancellation is {cancellation date}.**Please stop automatic payments and refund the unused portion of my premium directly to me the address stated above.* *I also request written confirmation of the cancellation.* *Thank you in advance for your cooperation.* *Sincerely,{Your Signature}* |