Company Name or Letterhead
Address
City, State Zip

Date

Addressee
Address
City, State Zip

Dear Mr. & Mrs. Wendel:

As you have requested, Golden Star Insurance will cancel your policy, effective March 3, 1997. We regret we can no longer serve you and your family.

The coverage premium has been pro-rated for this billing period. You will receive a refund of $142. 76.

We have enjoyed doing business with you. Please let us know if we can assist you in the future.

Sincerely,