

Business Insurance Policy Termination Letter

Date:

To (Insurance Company Name):

Policy Number:

Insured Business Name:

Business Address:

Subject: Termination of Business Insurance Policy

Dear Sir/Madam,

This letter is to formally request termination of the above-referenced business insurance policy, effective from:

Please consider this as my official notice for policy termination. Kindly process the termination and refund any remaining premium, if applicable.

If you require any additional information or documentation, please contact me at:

Phone:

Email:

Thank you for your prompt attention to this matter.

Sincerely,

Authorized Signatory

Date
