[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 [or insert cancellation date].

Can you please write to me to confirm that this has been done and send me any refund due?

Thank you for your prompt attention to this matter.

Yours faithfully

[Your signature]

[Your name]