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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}* |