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| Sample Home or Rental Insurance Cancellation Letter *Date  Name of Insurance Company Cancellation Department Address  Re: Home Insurance Policy Number  To Whom It May Concern,  This letter is to inform you of my intention to cancel my home insurance policy {policy number} effective {cancellation date}.*  *Please refund any unused portion of my home insurance premium. Please send written confirmation of this letter within 30 days.*  *Thank you in advance. I look forward to hearing from you.  Sincerely,  {Your Signature} {Your Address and Contact Information}* |