**Progressive Cancellation Letter for Previous Insurance**

**[Emily Rivera]**

**[742 Evergreen Terrace, Springfield, IL, 62704]**

**[(555) 123-4567]**

**[oliverjake@excemtmp.com]**

**[March 10, 2028]**

**[Galaxy Insurance Co.]**

**[1234 Liberty Lane, Harmony, TX, 76543]**

**[Policy Number: 987654321]**

**Subject: Request for Cancellation of Insurance Policy**

**To Whom It May Concern,**

**I am writing to request the cancellation of my insurance policy with your company. My policy number is [987654321]. This request is being made due to [reason for cancellation: e.g., switching to a new insurer, no longer requiring the insurance, etc.].**

**I kindly request that the cancellation be effective from [April 15, 2054]. Please confirm the termination of the policy and ensure that no additional premiums are billed to my account post the effective cancellation date.**

**I have attached any required documents for the cancellation process. Additionally, I request a written confirmation of the cancellation and a statement indicating any potential refund or outstanding balance.**

**For your reference, here are my policy details:**

**Policy Number: [987654321]**

**Type of Insurance: [e.g., Auto / Home / Life Insurance]**

**Policy Start Date: [January 1, 2050]**

**I appreciate your prompt attention to this matter. If there are any forms or additional steps I need to complete, please inform me at the earliest convenience.**

**Thank you for your services during the policy period. I hope to settle this matter with ease and efficiency. For any queries or further information, you can contact me at the above-mentioned phone number or email address.**

**Sincerely,**

**[Oliver Jake]**