

From,

Thomas Alva,

44th Street,

Wembley

Date: DD/MM/YYYY

To,

The Insurance Doctor,

Wembley Central

Subject: Insurance Cancellation

Dear Sir,

Please accept this letter as a formal request for cancelling my life insurance policy, 108978, with immediate effect. I request you to stop all charges and debits as well as related to the payments. I can produce receipts of all premiums paid during the tenure of this policy.

I at this moment request to cancel and return the premium I have paid earlier. This cancellation request should be processed within 30 days from the date of this letter.

I request you to send a cancellation confirmation letter related to the policy. Please treat the matter as urgent and process it at the earliest.

Yours Sincerely,

Thomas Alva.