

[Your Name/Company Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Insurance Company Name]
[Policy Department]
[Street Address]
[City, State, Zip Code]

RE: Notice of Flood Insurance Policy Cancellation

Policy Number: [Your Policy Number]
Property Address: [Insured Property Address]
Effective Date of Cancellation: [Date you want coverage to end]

To Whom It May Concern,

Please accept this letter as formal notification to cancel my flood insurance policy referenced above, effective [Date].

The reason for this cancellation is: [Reason, e.g., Property sold, switched to a different provider, or mandatory coverage no longer required].

I request a written confirmation of this cancellation and a statement regarding any pro-rated premium refund that may be due to me. Please send the refund check and confirmation to the following address:

[Mailing Address for Refund]
[City, State, Zip Code]

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]
[Your Printed Name]