

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company/Agency Name]
[Department Name]
[Address]
[City, State, Zip Code]

Subject: Cancellation of Export Credit Guarantee - Policy Number: [Policy Number]

Dear [Contact Person Name or Department],

I am writing to formally request the cancellation of our Export Credit Guarantee policy, reference number [Policy Number], effective from [Cancellation Effective Date].

The reason for this cancellation is [Reason: e.g., the completion of the contract, a change in our trade credit strategy, or the selection of an alternative provider].

Please confirm that no further premiums will be charged to our account after the effective date. We also request a formal confirmation of the cancellation and, if applicable, a statement regarding any pro-rata refund of premiums already paid for the remaining coverage period.

If there are any specific forms or additional documents required to finalize this process, please let us know immediately.

Thank you for your assistance and the services provided to date.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]