

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

[Date]

[Lender/Service Name]
[Insurance Department Address]
[City, State, Zip Code]

RE: Request to Cancel Force-Placed Insurance
Loan Number: [Your Loan Number]
Property Address: [Your Property Address]

To Whom It May Concern,

I am writing to formally request the immediate cancellation of the lender-placed (force-placed) hazard insurance policy currently associated with the property mentioned above. I am also requesting a full refund of any premiums charged to my escrow account for the period during which my voluntary coverage was active.

Enclosed with this letter, please find proof of continuous hazard insurance coverage. This documentation confirms that I have maintained an active policy that meets the requirements of my mortgage agreement.

Policy Details:
Insurance Company: [Insurance Company Name]
Policy Number: [Your Policy Number]
Coverage Effective Date: [Start Date of Coverage]
Coverage Amount: [Total Coverage Amount]

Please update your records to reflect my private insurance coverage and provide me with a written confirmation once the force-placed policy has been canceled and the refund has been processed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Proof of Hazard Insurance (Declarations Page)