June 03, 2010

Ms. Rebecca

Account Manager

ABC Prudential Life Insurance

New York, NY 10006

**Re: Cancellation of Insurance Policy # 67890**

Dear Rebecca,

I am writing this letter to put forth a request of the cancellation of my current insurance policy number 67890 which is effective from July 20, 2010.

I request you to send me the written confirmation within 30 days of the date of this letter stating that the cancellation has been put into effect. I will be happy if you refund me the unused portion of my policy premium and also stop charging my credit/debit/bank account for the payment of monthly premiums.

Thank you for your timely attention in this matter.

Yours sincerely,

Matilda

Mailing Address: matild\_a @gmail.com

1111 Sixteenth Avenue,

Fake Town, New York, NY 10002