

**SAMPLE  
CANCELLATION LETTER  
MUST BE ON COMPANY LETTERHEAD**

August 15, 2005

Carrier Name  
Carrier Address  
City, State Zip

Re: Client Name  
Client Group Number

Dear **Salutation**:

Please be advised we wish to cancel our group **blank** contract effective **date**  
**(mm/dd/year)**.

Please contact me should you require additional information to process this request.

We thank you for your past service.

Sincerely,

Client Contact  
Client Title  
Company Name

CC: John A. Yozell  
Marijane Norris Geary