## Adjustment Letter Templates

Name  
Address  
(00) 000 0000 000 000

(date)

Respected Sir/Madam:

We recently received your request to cancel your life insurance policy and refund your premiums. We are sorry that you feel unable to continue paying on your policy.

As for canceling your policy, if you choose this option, we would be willing to transfer your premiums to a new term policy. Otherwise, you will forfeit your premiums. If you decide to convert to term insurance, please complete the enclosed forms and sign in the space provided. If, however, after considering term insurance, you decide that you prefer to cancel your policy altogether, please call 555-5555, and we will be happy to oblige you.

Thank you for your business. We look forward to serving you in the future.

Sincererly: