

**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