

To whom it may concern,

Re: Policy Type : _____

Policy Number : _____

Please cancel my insurance policy for vehicle registration, _____

with effect from Time.....AM/PM Date.....

I can confirm the policy has remained incident and accident free.

You will not be insured to drive your vehicle after this date and time.

PLEASE NOTE: We must inform you that it is an offence under section 143 of the Road Traffic Act (or 1988 as amended) to use, (or permit to be used) a motor vehicle on a road or public place, when there is not in force, a policy of insurance in respect of third party risks in relation to the use of the vehicle

The offence is often called Driving without insurance but the fact is that the Road Traffic Act states to USE a vehicle without insurance is an offence. The car may be parked or just sitting in the street and you could be guilty of the offence without a current certificate of motor insurance in your possession

We are duty bound to submit the declaration to your insurers within seven days of the cancellation date. Failure to comply with this requirement is an offence under section 147 of the Road Traffic Act 1988. This act also requires you to destroy all copies of any certificate of motor insurance relating to this policy (whether previously held in paper, electronic, digital or other format) as of the date of cancellation.

PLEASE NOTE THAT WE CANNOT CANCEL THE POLICY UNTIL THIS DECLARATION AND CERTIFICATE IS RECEIVED BY US.

Yours sincerely,

Signed_____

Print Name_____

Date_____