

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 1988 (as amended), to use, or permit to be used a motor vehicle on a road or public place, when there is not an insurance policy in force 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.

PLEASE NOTE THAT WE CANNOT CANCEL THE POLICY UNTIL THIS DECLARATION IS RECEIVED BY US. IF THIS IS OUTSIDE OF OUR OFFICE HOURS, THE CANCELLATION WILL BE PROCESSED THE NEXT WORKING DAY.

Yours faithfully,

Signed _____

Print Name _____

Date _____

- We will contact you separately about any amount due. If you have any questions about the cancellation costs and process, we recommend you visit the Legal Section of our website (www.mypolicy.co.uk).
- If you have a professionally installed telematics device, this will be switched off free of charge and doesn't need to be removed. If you have a self-install device, you will be sent a jiffy bag and returns label over the next few days to send the device back free of charge.