

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To,

The Manager,  
Jammu & Kashmir Bank,  
[Branch Address]  
[City, State, Zip Code]

Subject: Request for Policy Cancellation

Dear Sir/Madam,

I am writing to formally request the cancellation of my policy with Jammu & Kashmir Bank. Below are the details of my policy:

- Policy Number: [Your Policy Number]
- Type of Policy: [Type of Policy]
- Policyholder Name: [Your Name]

I request that you process this cancellation request at your earliest convenience. Please let me know if there are any forms or additional information required to complete the cancellation process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]