If you have a group that’s need to term, please send in a term letter **in pdf signed by owner**. Need to include **group # and Company Letter Head**. Sample:

ABC USA LLC

123 MELBOURNE AVE,

FLUSHING, NY 11367

**Termination Letter**

Dear Aetna Commercial Department:

              Please be informed that our group would like to terminate our group coverage on June 1st, 2019. Please process this request as soon as possible.

ABC USA LLC

EMPLOYER ID / GROUP#  
CG1000

ADDRESS  
123 MELBOURNE AVE, FLUSHING, NY 11367

Thank you very much

Sincerely:

John Smith \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Print Name Signature Date