

# Cancellation Premium Refund Appeal

Date: [Insert Date]

To,  
[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Subject: Appeal for Cancellation Premium Refund

Dear [Insurance Company Representative's Name],

I hope this letter finds you well. I am writing to formally appeal for a refund of the premium that was charged for my policy (Policy Number: [Insert Policy Number]) that I recently canceled on [Insert Cancellation Date].

As per our conversation on [Insert Date of Conversation] and the policy terms outlined in the agreement, I believe I am entitled to a refund of the premium paid. The cancellation was made within the allowed timeframe, and I followed the necessary procedures as outlined in the policy documentation.

I kindly request that you review my case and process the refund at your earliest convenience. Attached are the necessary documents for your reference:

- Copy of the cancellation request
- Policy agreement
- Proof of premium payment

Thank you for your attention to this matter. I look forward to your prompt response.

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