

Request for Refund of Premium

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

Recipient's Name
Company Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request a refund of the premium paid for my insurance policy number [Policy Number], which was discontinued on [Discontinuation Date]. Despite my attempts to resolve this matter through customer service, I have yet to receive confirmation of my refund.

According to your company's policy regarding premium refunds, I am entitled to a full refund upon discontinuation. I have attached all relevant documents, including my policy details and proof of payment, for your reference.

Please process my refund at your earliest convenience. I would appreciate a written confirmation of my refund request and a timeline for when I can expect the funds to be returned.

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

Sincerely,
[Your Name]