

Inquiry Regarding Premium Refund Post-Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company's Name]

[Insurance Company's Address]

[City, State, Zip Code]

Dear [Insurance Company Representative's Name],

I hope this message finds you well. I am writing to inquire about the refund of my premium following the cancellation of my policy, [Policy Number], which was effective until [Cancellation Date].

As per my understanding, I am entitled to a refund for the unused portion of the premium. I would appreciate it if you could provide me with detailed information regarding the refund process, expected timelines, and any necessary documentation I may need to submit.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]