

Premium Refund Request Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Company Name],

I hope this message finds you well. I am writing to formally request a refund for the premium payment made for my insurance policy, which I have recently canceled. Below are the details of my policy:

- Policy Number: [Insert Policy Number]
- Policyholder Name: [Insert Your Name]
- Cancellation Date: [Insert Cancellation Date]
- Amount Paid: [Insert Amount Paid]

According to the terms of the policy, I am entitled to a refund for the unused premium. I would appreciate it if you could process this refund at your earliest convenience. Please let me know if you require any further information or documentation to facilitate this process.

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

Sincerely,

[Your Name]