

Request for Premium Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Dear [Insurance Company Name] Customer Service,

I am writing to formally request a refund for the premium paid for my policy, which is now canceled. The details of my policy are as follows:

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

As per the terms and conditions outlined in the policy, I am eligible for a refund of the unused premium following the cancellation of my policy. I would appreciate if you could process this request at your earliest convenience.

Please let me know if you require any additional information to facilitate this process.

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

Sincerely,

[Your Name]