

# Request for Premium Refund Following Cancellation

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

Insurance Company Name  
Company Address  
City, State, Zip Code

Dear [Insurance Company Name],

I am writing to formally request a refund of my insurance premium following the cancellation of my policy. My policy number is [Policy Number], which was canceled on [Cancellation Date].

As per the terms outlined in my policy, I understand that I am entitled to a refund of the unused portion of my premium. I would appreciate your prompt attention to this matter and a written confirmation of the refund process.

Please let me know if you need any further information or documentation to facilitate this request.

Thank you for your assistance.

Sincerely,  
[Your Name]