

Request for Reimbursement of Premium

To whom it may concern,

I am writing to formally request the reimbursement of my premium following the recent cancellation of my insurance policy (Policy Number: 123456). The policy was canceled effective [Date of Cancellation], and I believe I am entitled to receive a refund of the unused premium.

I would appreciate your prompt attention to this matter and look forward to receiving the reimbursement at your earliest convenience. Please find attached any necessary documentation supporting my request.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]