

Premium Refund Approval

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that your request for a premium refund has been approved due to a change in your eligibility status. After reviewing your account and the relevant documents, we have confirmed that you are entitled to a refund for the premium payments made.

The total refund amount approved is: \$[Insert Amount].

This amount will be processed and issued to you via [check/direct deposit], and you should expect to receive it within [insert timeframe].

If you have any questions regarding your refund or need further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email]