

Premium Refund Approval for Policy Cancellation

Dear [Policyholder's Name],

We are writing to inform you that your request for the cancellation of your policy number [Policy Number] has been approved. We have processed your premium refund as per the terms and conditions of your policy.

The total amount of [Refund Amount] will be credited back to your account, and you can expect to see this transaction completed by [Expected Date].

Thank you for being a valued customer. If you have any questions, please feel free to contact our customer service department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]