

Travel Insurance Refund Request

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 Representative's Name],

I am writing to formally request a refund for my travel insurance policy, which I have recently canceled. The policy details are as follows:

- Policy Number: [Insert Policy Number]
- Policyholder's Name: [Insert Your Name]
- Purchase Date: [Insert Purchase Date]

According to your cancellation policy, I am entitled to a refund of the premium paid. I have attached all relevant documents, including the cancellation confirmation, for your reference.

Please let me know if you require any additional information to process my request. I would appreciate a confirmation of my refund request and a timeline for when I can expect to receive my refund.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]