

Travel Insurance Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[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 [Policy Number], purchased on [Purchase Date]. Due to unforeseen personal reasons, I am unable to proceed with my planned trip, and I would like to initiate the refund process as outlined in the terms of my policy.

Attached to this letter are the necessary documents, including a copy of my policy, proof of purchase, and any supporting documentation regarding my situation.

I would appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Name]