

Travel Insurance Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[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 [Policy Number] due to the cancellation of my trip originally scheduled for [Trip Dates].

Unfortunately, due to [briefly explain the reason for cancellation, e.g., a medical emergency, travel restrictions, etc.], I was unable to proceed with my travel plans. According to the terms of my policy, I believe I am eligible for a refund under these circumstances.

Attached to this letter are copies of relevant documents, including:

- Travel itinerary
- Proof of cancellation
- Any supporting documentation (e.g., medical certificates, airline communications)

I kindly ask you to process my refund at your earliest convenience. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]