

# Travel Insurance Cancellation Request

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

**To,**

Customer Service

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip]

## **Subject: Request for Cancellation of Travel Insurance Policy**

Dear [Customer Service/Claims Department],

I hope this message finds you well. I am writing to formally request the cancellation of my travel insurance policy number [Your Policy Number] due to an emergency that has arisen, preventing me from undertaking my planned trip.

Unfortunately, [brief description of the emergency, e.g., a family member's illness], which requires my immediate attention and presence. Consequently, I will be unable to travel and, therefore, wish to cancel my coverage.

As per the terms of my policy, I understand that I may be eligible for a refund and would appreciate your guidance on the next steps in processing this cancellation and refund request.

Thank you for your understanding. I look forward to your prompt response regarding this cancellation.

Sincerely,

[Your Name]