

# Travel Insurance Cancellation Request

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Your Policy Number]

Dear [Insurance Company Representative's Name],

I am writing to formally request the cancellation of my travel insurance policy due to a modification in my travel itinerary. My original travel dates were from [Original Travel Start Date] to [Original Travel End Date]. However, due to unforeseen circumstances, my travel plans have changed, and I will no longer be requiring coverage for these dates.

Details of my original itinerary are as follows:

- Destination: [Destination]
- Travel Dates: [Original Travel Dates]
- Booking Reference: [Booking Reference]

As per the terms of my policy, I would like to initiate the cancellation process. Please let me know if there are any forms or further documentation required to process my request.

Thank you for your assistance. I look forward to your prompt response regarding the cancellation of my travel insurance.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]