

# Travel Insurance Cancellation Request

Date: [Insert Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Cancellation of Travel Insurance Policy #[Policy Number]

Dear [Insurance Company Representative],

I am writing to formally request the cancellation of my travel insurance policy #[Policy Number] effective immediately due to changes in my travel plans.

Originally, I had planned to travel from [Original Departure Date] to [Original Return Date] to [Destination]. However, due to unforeseen circumstances, I have had to alter my travel plans, which now makes my travel insurance unnecessary.

I kindly ask you to confirm the cancellation of my policy and process any applicable refunds as per the terms and conditions of my agreement.

Thank you for your understanding and assistance. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]