

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to inquire about the cancellation process for my travel insurance policy, referenced under policy number [Your Policy Number]. Due to unforeseen circumstances, I would like to understand the steps necessary to cancel my policy and any potential refund options that may be available.

Please let me know if you require any further information from my side to facilitate this inquiry. I hope to hear from you soon.

Thank you for your assistance.

Sincerely,

[Your Name]