

Travel Insurance Cancellation Request

To Whom It May Concern,

I am writing to formally request the cancellation of my travel insurance policy (Policy Number: **[Your Policy Number]**) due to personal reasons.

My name is **[Your Name]**, and my policy was taken out on **[Start Date]**. The details of my travel plans have changed, and I am unable to proceed with my trip.

Please confirm the cancellation of my policy and any applicable refund that may be processed. I would appreciate a response at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]