

Travel Insurance Cancellation Request for Refund

To: [Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Date: [Insert Date]

Dear [Insurance Company Name],

I am writing to formally request the cancellation of my travel insurance policy, [Policy Number], and seek a refund of the premiums paid.

Due to [reason for cancellation, e.g., changes in travel plans, health issues], I am unable to proceed with my intended travel.

According to the terms of the policy, I believe I am eligible for a refund. Please find attached the relevant documentation and the policy details for your reference.

I would appreciate your prompt attention to this matter and look forward to receiving confirmation of the cancellation and the refund process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]