

# Travel Insurance Cancellation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Company Contact Name],

I am writing to formally request the cancellation of my travel insurance policy, [Policy Number], due to unforeseen circumstances that have arisen.

Unfortunately, [briefly explain the unexpected event, e.g., a medical emergency, death in the family, etc.], which has made it impossible for me to proceed with my planned travel. I understand that the terms of my policy allow for cancellation under such conditions.

In accordance with your cancellation policy, I would appreciate a confirmation of this cancellation and any details regarding the refund process, if applicable. Please let me know if you require any additional information or documentation to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]