

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 Name],

I am writing to formally request the cancellation of my travel insurance policy ([Policy Number]) effective immediately. Due to unforeseen circumstances, I am unable to proceed with my planned travel.

Please confirm the cancellation of my policy and any potential refund due to me, as per your company's terms and conditions.

Thank you for your prompt attention to this matter.

Sincerely,
Your Name