

Request for Insurance Premium Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Subject: Request for Insurance Premium Refund

Dear [Insurance Company/Customer Service Manager's Name],

I hope this letter finds you well. I am writing to formally request a refund for the insurance premium paid for my policy which has been canceled. My policy number is [Your Policy Number].

The policy was canceled on [Cancellation Date], and according to the terms of the agreement, I am eligible for a refund of the unused premium. I kindly ask you to process this refund at your earliest convenience.

Attached are copies of my policy documents and any related correspondence regarding the cancellation for your reference.

Please let me know if you require any further information or documentation to expedite this process.

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

Sincerely,

[Your Name]