

# Insurance Premium Refund Request

Date: [Insert Date]

To,  
[Insurance Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for Insurance Premium Refund for Inactive Account

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a refund of the premium paid for my insurance policy with account number [Insert Account Number], which has been inactive since [Insert Inactivity Date].

As per my understanding of the terms and conditions associated with my policy, I am entitled to a refund of the premiums paid for the period during which my account has remained inactive. I would appreciate it if you could process this refund at your earliest convenience.

Please find attached the necessary documentation related to the policy and proof of payment for your reference.

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

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]