

Travel Insurance Cancellation Request

To: [Insurance Company Name]

Address: [Insurance Company Address]

Date: [Current Date]

Subject: Request for Cancellation of Travel Insurance Policy [Policy Number]

Dear [Insurance Company Name],

I am writing to formally request the cancellation of my travel insurance policy, which I purchased on [Purchase Date]. The details of my policy are as follows:

Policyholder Name: [Your Name]

Policy Number: [Policy Number]

Coverage Period: [Start Date] to [End Date]

Due to [Reason for Cancellation], I have decided to cancel my policy. I kindly ask you to process this cancellation and provide me with a confirmation email as soon as possible.

If applicable, please inform me about any refund that may be available based on your cancellation policy.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]