

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Customer Service],

I hope this message finds you well. I am writing to inquire about the status of my travel insurance refund for policy number [Policy Number]. I submitted my claim on [Date of Claim Submission] and I would like to know when I can expect to receive the refund.

Details of the claim are as follows:

- Policyholder Name: [Your Name]
- Policy Number: [Policy Number]
- Date of Travel: [Travel Dates]
- Claim Reference Number: [Claim Number]

I appreciate your prompt attention to this matter and look forward to your response. Please do not hesitate to contact me for any additional information or documentation you may require.

Thank you for your assistance.

Sincerely,

[Your Name]