

Travel Insurance Policy Cancellation Request

Your Name: [Your Full Name]

Policy Number: [Your Policy Number]

Address: [Your Address]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Dear [Insurance Company Name],

I am writing to formally request the cancellation of my travel insurance policy, as detailed below:

Policy Number: [Your Policy Number]

Policyholder Name: [Your Full Name]

Due to [reason for cancellation, e.g., changed travel plans, etc.], I would like to cancel my policy effective immediately. Please confirm the cancellation and any refund to which I may be entitled.

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

Sincerely,

[Your Full Name]