

Travel Insurance Refund Request

Recipient's Name
Insurance Company Name
Company Address
City, State, Zip Code

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to formally request a refund for my travel insurance policy, with policy number [Insert Policy Number], which was purchased on [Insert Purchase Date]. Due to [reason for cancellation, e.g., trip cancellation, medical emergencies, etc.], I am unable to utilize the coverage.

Enclosed are copies of the relevant documents, including:

- Copy of the insurance policy
- Proof of cancellation
- Any other supporting documents

I would appreciate your prompt attention to this matter and look forward to receiving the refund at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]