

Inquiry About Insurance Premium Refund Process

Dear [Insurance Company Name],

I hope this message finds you well. I am writing to inquire about the process for requesting a refund on my insurance premium. My policy number is [Your Policy Number], and I have been a policyholder since [Start Date].

Due to [brief explanation of the reason for the refund request], I believe I am eligible for a refund. I would appreciate it if you could provide me with detailed information regarding the steps I need to follow, the documentation required, and the estimated timeline for processing the refund.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]