

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Refund Following Policy Cancellation

Dear [Insurance Company Name/Customer Service],

I am writing to formally request a refund for the remaining premium following the cancellation of my insurance policy, effective [Cancellation Date]. My policy number is [Policy Number].

According to the terms of the policy, I am entitled to a refund for the unused portion of my premium. Please let me know if you require any additional information or documentation to process this request.

I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Name]