

# Insurance Policy Cancellation Refund Request

[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 Name],

I am writing to formally request a refund for my insurance policy that I recently canceled. The details of my policy are as follows:

- Policy Number: [Your Policy Number]
- Policy Holder: [Your Name]
- Cancellation Date: [Date of Cancellation]

As per our agreement and your cancellation policy, I believe I am entitled to a full refund of the premium paid, as the cancellation was processed within the stipulated timeframe.

Please find attached copies of the cancellation notice and any relevant documentation pertaining to this refund request.

I kindly request that you process my refund at your earliest convenience and provide me with confirmation of the transaction.

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

Sincerely,

[Your Name]