

Refund Application for Cancelled Insurance Policy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company's Customer Service Manager],

I am writing to formally request a refund for my cancelled insurance policy with the policy number [Insert Policy Number]. The policy was cancelled on [Insert Cancellation Date], and according to the terms and conditions, I am entitled to a refund of the unused premium.

Please find attached copies of the cancellation confirmation and any other relevant documents for your reference. I would appreciate it if you could process the refund at your earliest convenience and inform me of the status.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]