

# Request for Refund After Insurance Cancellation

[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 Representative/Customer Service],

I am writing to formally request a refund for the premium paid on my insurance policy that was recently cancelled. My policy number is [Policy Number], and the cancellation date is [Cancellation Date].

As per the terms and conditions of the policy, I am entitled to a refund for the unused portion of my premium. I have enclosed copies of the cancellation notice and my payment receipt for your reference.

I would appreciate your prompt attention to this matter and look forward to receiving the refund at your earliest convenience. If you require any further information, please do not hesitate to contact me at the above phone number or email address.

Thank you for your assistance.

Sincerely,

[Your Name]