

Request for Return of Premium

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Return of Premium After Policy Cancellation

Dear [Insurance Company's Customer Service Team/Specific Contact Name],

I hope this letter finds you well. I am writing to formally request the return of my premium after the cancellation of my insurance policy [Policy Number] on [Cancellation Date].

According to the terms of my policy, I am entitled to a refund for the unearned premium upon cancellation. I would appreciate it if you could process this request at your earliest convenience.

Should you require any further information or documentation to facilitate this process, please feel free to contact me at the phone number or email address listed above.

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

Sincerely,

[Your Name]