**Requesting a Insurance Refund**

 To,
—————— (Title of the Officer in charge),
\_\_\_\_\_\_\_\_\_\_\_ (Officer in charge name),
Address: —————
—————————

Date: \_\_\_\_\_\_\_\_\_\_

From,
—————————— (Name)
Address: ——————-
———————————

**Subject: Requesting the Initial Deposit**

Dear Sir/ Ma’am,

I am \_\_\_\_\_\_\_\_, and am, respectfully, writing to you so that you may resolve my query by returning the amount that I had deposited to the insurance company. I had become a client in the year \_\_\_\_\_\_\_, and had opted for the \_\_\_\_\_\_\_\_ package.
The company required that I pay an initial amount of \_\_\_\_\_\_\_\_ and then a monthly amount of \_\_\_\_\_\_\_\_. This meant that after \_\_\_\_\_\_\_ years, I would be getting an amount of \_\_\_\_\_\_\_\_\_. The clause also included that if I wished to withdraw or discontinue the contract, I would get an amount of \_\_\_\_\_\_\_\_\_, which meant that a \_\_\_\_\_\_\_ percent deduction would take place and I would be given a residual amount in the form of a check.

Due to personal reasons, I regret to inform you that I cannot continue with your company anymore. This is why I am opting to bear the \_\_\_\_\_\_\_ amount in deductions so that I may get the rest. I have submitted my application, and all that there’s left is this signed letter from you.

Please respond as quickly as you can.

Thank you.