## ****Requesting an Insurance Refund Letter****

To,  
——————  
Address: —————  
—————————

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

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

**Subject: Deposit Return Due to Cancellation plan**

**Most respectfully, Madam/ Sir,**

**My name is \_\_\_\_\_, and I am a customer of the \_\_\_\_\_\_\_\_ program at your insurance company. In \_\_\_\_\_\_ year, I opted for the \_\_\_\_\_\_\_ scenario, which stated that after regular payments for \_\_\_\_\_\_\_ years, I would receive \_\_\_\_\_\_\_ amount in the end. Right now, I am \_\_\_\_\_\_\_\_ years/months into the program and I regret to inform you that I will not be able to continue any longer.**

**As of this moment, I would like to request for termination of my contract with the company and would like to request that you return my basic amount and a \_\_\_\_ percentage of the installments that I have paid to the company, as per my contract.  
I understand that this is sudden, but I am in a difficult situation and do not wish to continue with this plan for the rest of the period. I would like to request that you promptly make these arrangements for me, so that I may move on to submit the rest of my paperwork.**

Thank you for your time and cooperation.