**Request Letter for Refund of Money from Insurance**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]

[Insurance Company Name]  
[Claims Department]  
[Insurance Company Address]

**Subject: Request for Refund of Insurance Premium**

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request a refund of the insurance premium I paid for my policy, which is under the name of [Policyholder’s Name] and with policy number [Policy Number].

I have recently decided to cancel my insurance policy, effective [Cancellation Date], as it no longer aligns with my current financial and insurance needs. According to your company’s policy, I am eligible for a refund of the unused portion of my premium.Here are the relevant details of my policy:

* Policyholder’s Name: [Your Name]
* Policy Number: [Policy Number]
* Coverage Period: [Start Date] to [End Date]
* Premium Amount Paid: [Amount Paid]
* Cancellation Date: [Cancellation Date]

I kindly request that you process this refund as soon as possible and provide me with the necessary information on the refund amount and the expected timeline for receiving the refund.

Please let me know if you require any additional information or documentation from my end to facilitate this refund request. I have attached a copy of my policy and proof of cancellation for your reference.

I appreciate your prompt attention to this matter and your assistance in processing my refund. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[You’re Name]