Request for Refund of Car Insurance Cancellation

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir,

My name is ------------------------------, I am a holder of your insurance policy. I am writing this letter as touching my Vehicle Insurance, the reference ID of which is ----------------------------------. I would like you to cancel the refereed policy. The payment of the insurance premium is to be stopped from immediate effect. This is because [state the reason].

I would like you to send a confirmation for the cancellation of the insurance within 30 days and also process the refund of any unused premium.

Thank You.

Yours sincerely,

[Your Name]