

[Current Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Confirmation of Cancellation and Premium Refund

Dear [Policyholder Name],

This letter confirms that your homeowners insurance policy, number **[Policy Number]**, has been cancelled effective **[Cancellation Date]**.

As a result of this cancellation, you are entitled to a refund of the unearned premium. Please find the refund details below:

- **Total Refund Amount:** \$[Amount]
- **Refund Method:** [Check / Credit Card Reversal / Electronic Transfer]
- **Estimated Processing Time:** [Number] business days

If you are receiving this refund by check, it will be mailed to the address we have on file. If your mortgage company paid your premium through an escrow account, we recommend notifying them of this cancellation immediately.

If you have any questions regarding your refund or need further assistance, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for the opportunity to have served your insurance needs.

Sincerely,

[Sender Name/Department]

[Insurance Company Name]