

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Refund Notification for Policy Cancellation - [Policy Number]

Dear [Client Name],

This letter is to confirm that we have processed your request to cancel your insurance policy, [Policy Number], effective as of [Cancellation Date].

As a result of this cancellation, you are entitled to a premium refund for the unused portion of your policy term. The details of your refund are as follows:

- **Total Refund Amount:** \$[Amount]
- **Refund Method:** [Check / Credit Card Reversal / Direct Deposit]
- **Processing Date:** [Date]

If you are receiving this refund via check, please allow [Number] business days for delivery. If the refund is being issued to a credit card or bank account, it may take [Number] business days for the transaction to appear on your statement.

Please note that all coverage under this policy ceased on the effective cancellation date mentioned above. We recommend that you ensure alternative coverage is in place if necessary.

If you have any questions regarding this refund or if you would like to discuss future insurance needs, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for the opportunity to have served you.

Sincerely,

[Name of Sender]

[Title/Department]

[Company Name]