

[Date]

[Policyholder Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Notice of Refund for Cancelled Property Insurance Policy

Dear [Policyholder Name],

This letter is to formally notify you regarding the refund of unearned premiums following the cancellation of your property insurance policy.

Policy Details:

- Policy Number: [Policy Number]
- Property Address: [Insured Property Address]
- Cancellation Effective Date: [Date]

Our records indicate that you have a remaining credit balance for the unused portion of your premium. Please find the refund details below:

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

If your refund is being sent via check, please allow [Number] business days for delivery. If the refund is being issued to a credit card, it may take 1-2 billing cycles to appear on your statement.

Please note that if your insurance premiums were paid through an escrow account by your mortgage lender, we recommend contacting them to ensure your records are updated.

If you have any questions regarding this refund or your previous coverage, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Name of Sender/Department]

[Insurance Company Name]

[Contact Information]