Date:

Name of the recipient:  
Address of recipient:

**Subject: Refund request letter**

Dear [mention the name]

This letter serves as a formal request to ABC insurance company for a full refund for the insurance policy I purchased.

I have been a loyal and sincere client of your insurance company. I always paid the money on time. I am impressed by the coverage your company offers. However, I am sad to announce that I have made an immigration plan and therefore, leaving the country next month.

I have conducted research and came to know that our company does not offer any insurance-related services in Canada. So, I am left with no option but to ask for a refund so that I can buy the insurance in the country I am moving to.

I hope that you will have no problem refunding the money. I am looking forward to hearing from you.

Yours faithfully.

Victoria