

[Your Name]  
[Your Address]  
[City, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

To,  
[Insurance Company Name]  
[Company Address]  
[City, ZIP Code]

Subject: Request for Cancellation of Travel Insurance Policy due to Visa Denial

Dear Sir/Madam,

I am writing to request the cancellation of my travel insurance policy, [Policy Number], which was purchased on [Purchase Date] for my intended trip to [Destination Country]. Unfortunately, my visa application has been denied by the [Embassy/Consulate Name], and as a result, I am unable to proceed with my travel plans.

Kindly find attached the official visa denial letter/document as proof. I request you to initiate the cancellation process for my travel insurance policy and process the refund as per your company policy regarding visa denials.

Please let me know if you require any additional information or documentation from my end.

Thank you for your understanding and prompt assistance.

Sincerely,

[Your Name]