

Travel Insurance Claim for Accommodation Expenses

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Travel Insurance Claim for Accommodation Expenses Reimbursement

Dear [Claims Department/Specific Person's Name],

I am writing to formally submit a claim for reimbursement of accommodation expenses incurred during my recent travel due to [briefly state the reason, e.g., trip cancellation, delay, etc.].

Details of the trip are as follows:

- **Policy Number:** [Insert Policy Number]
- **Travel Dates:** [Insert Travel Dates]
- **Destination:** [Insert Destination]
- **Reason for Claim:** [Insert Reason]

During my trip, I had to incur additional accommodation expenses amounting to [insert total amount] due to [explain the situation briefly]. Please find attached the relevant documents supporting my claim, including receipts, proof of travel, and a copy of my insurance policy.

I appreciate your prompt attention to this matter and look forward to your confirmation of receipt of this claim. Should you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]