

Travel Insurance Claim for Trip Cancellation Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Department/Specific Contact Name],

I am writing to formally request a reimbursement for my trip cancellation under my travel insurance policy, number [Insert Policy Number]. My trip was originally scheduled for [Insert Trip Dates] to [Insert Destination].

Unfortunately, due to [Insert Reason for Cancellation], I was unable to proceed with my travel plans. I have attached the necessary documentation, including medical records/confirmation of cancellation from the airline/hotel, to support my claim.

I kindly request that you review my case and process the reimbursement at your earliest convenience. Should you need any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]