

# To Whom It May Concern

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Policy Number: [Insert Policy Number]

I am writing to formally submit a claim under my travel insurance policy for the incident that occurred during my recent trip to [Destination] from [Start Date] to [End Date].

During my travels, [briefly explain the incident, e.g., I was hospitalized due to a sudden illness, my luggage was lost, etc.]. I have attached all relevant documentation, including:

- Copy of my insurance policy
- Medical reports and bills (if applicable)
- Travel itinerary
- Police report (if applicable)
- Any other supporting documents

Please let me know if you need further information or additional documentation to process my claim. I look forward to your prompt response to this matter.

Thank you for your attention to this claim.

Sincerely,

[Your Name]