

# Inquiry for Business Travel Insurance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to inquire about your business travel insurance offerings that cover international trips. Our company, [Your Company Name], is planning upcoming travels to [destination/countries] for business purposes, and we are interested in obtaining comprehensive coverage for our employees.

Please provide the following information:

- Coverage options available for international business travel
- Cost and payment options
- Claims process and support
- Exclusions and limitations of the policy
- Any additional services included (e.g., emergency assistance, travel advice)

We expect to travel on [insert travel dates], and it would be beneficial to receive this information at your earliest convenience, as we need to make a decision promptly.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]