

Travel Insurance Claim Process for School Trips

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Dear [Insurance Company Representative's Name],

I am writing on behalf of [School Name] to initiate a claim for travel insurance related to our recent school trip to [Destination] from [Start Date] to [End Date]. During the trip, we experienced [briefly describe the incident, e.g., loss of luggage, medical emergency, etc.].

The details are as follows:

- Policy Number: [Insert Policy Number]
- Trip Details: [Insert Trip Details]
- Incident Description: [Insert Detailed Description]
- Attachments: [List any attached documents, such as receipts, medical reports, police reports, etc.]

We kindly request your prompt assistance in processing this claim. If you need any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, e.g., Trip Coordinator]

[School Name]

[School Address]