

Travel Insurance Request

Date: _____

To,
The Principal,
[School Name],
[School Address],
[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to request travel insurance for my child, [Child's Name], who is a [Grade/Class] student at [School Name]. As the school has planned an upcoming trip to [Destination] from [Start Date] to [End Date], I believe it is essential to ensure their safety and security during the journey.

As parents, we wish to make sure that our child is covered for any unforeseen circumstances such as medical emergencies, trip cancellations, or lost belongings. Therefore, I would appreciate it if the school could assist us in obtaining travel insurance tailored for students attending this trip.

Please let me know if there are any specific insurance providers the school recommends or if there are forms I need to fill out to proceed with this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Contact Number]
[Your Email Address]