

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Insurance Company Name

Insurance Company Address

City, State, Zip Code

Subject: Request for Travel Insurance Refund Due to Medical Emergency

Dear [Claims Department/Specific Contact Name],

I hope this message finds you well. I am writing to formally request a refund for my travel insurance as a result of a medical emergency that occurred during my recent trip.

Policy Number: [Your Policy Number]

Trip Dates: [Start Date] to [End Date]

Destination: [Travel Destination]

Unfortunately, I experienced a medical emergency on [Date of Emergency], which required me to seek immediate medical attention and cut my trip short. Attached are the relevant documents including the medical report, receipt of expenses, and any other supporting documents as proof of the emergency.

Given the circumstances, I kindly request that you process a refund for my travel insurance as it was not utilized for the intended purpose due to the unforeseen medical situation.

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

Sincerely,

[Your Name]