

Request for Travel Insurance Refund - Lost Baggage

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a refund under my travel insurance policy for the lost baggage during my recent trip. My policy number is [Insert Policy Number], and the trip took place from [Insert Departure Date] to [Insert Return Date].

Details of the incident are as follows:

- Flight Number: [Insert Flight Number]
- Airline: [Insert Airline Name]
- Date of Loss: [Insert Date of Loss]
- Report Number: [Insert Report Number (if applicable)]

Despite my efforts to locate my baggage, it has yet to be returned. I have attached all relevant documentation, including the flight itinerary, baggage claim details, and the report filed with the airline.

Thank you for your attention to this matter. I would appreciate a prompt processing of my request and look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]