

Letter of Submission for Travel Insurance Documents

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Agent's Name],

I am writing to submit the necessary documents for my travel insurance application. Please find enclosed the following documents:

- Completed insurance application form
- Copy of my passport
- Proof of travel itinerary
- Payment confirmation

For your reference, my policy number is [Insert Policy Number]. I kindly ask you to confirm the receipt of these documents at your earliest convenience.

Thank you for your assistance. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]