

Travel Insurance Claim Submission

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 Claims Department,

I am writing to formally submit a claim for my travel insurance policy, [Policy Number], following an incident that occurred during my recent trip to [Destination] from [Start Date] to [End Date].

Details of the Claim:

- Nature of Incident: [Briefly describe the incident]
- Date of Incident: [Insert Date]
- Amount Claimed: [Insert Amount]

Attached you will find the following documents to support my claim:

- Copy of the insurance policy
- Incident report
- Receipts and proof of expenses incurred
- [Any other relevant documentation]

Please let me know if you require any further information to process my claim. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]