

# Travel Insurance Expense Reimbursement Request

Date: [Insert Date]

To: [Insurance Company Name]

From: [Your Full Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Insurance Company Representative's Name],

I hope this message finds you well. I am writing to formally request the reimbursement of travel-related expenses incurred during my recent trip, which was covered under my travel insurance policy [Policy Number].

The details of my trip are as follows:

- Trip Date: [Insert Trip Dates]
- Destination: [Insert Destination]
- Reason for Travel: [Insert Reason]

Attached, please find the following documents to support my request:

- Copy of the travel insurance policy
- Receipts for all relevant expenses
- Any other supporting documents

I kindly request that you process my reimbursement at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature (if sending by mail)]