

Travel Insurance Reimbursement Request

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Subject: Request for Travel Insurance Reimbursement

Dear [Claims Department/Specific Name],

I am writing to formally request reimbursement for expenses incurred during my recent trip from [Start Date] to [End Date]. My trip was covered under policy number [Policy Number].

Due to [brief explanation of reasons such as trip cancellation, medical emergencies, lost luggage, etc.], I have incurred the following expenses:

- [Expense 1: Description, Amount]
- [Expense 2: Description, Amount]
- [Expense 3: Description, Amount]

Attached are copies of my receipts and any pertinent documentation to support my claim.

Please let me know if you need any additional information to process my request. I appreciate your prompt attention to this matter and look forward to your swift response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]