

Travel Insurance Reimbursement Request

Date: [Insert Date]

To:

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred during my recent travel, which were covered under my travel insurance policy (# [Policy Number]).

Details of the trip:

- **Traveler Name:** [Your Name]
- **Travel Dates:** [Start Date] to [End Date]
- **Destination:** [Destination]

During my trip, I experienced [brief description of incident], which resulted in expenses for [list expenses]. I have attached all relevant documentation, including:

- Receipts for all expenses
- Medical reports (if applicable)
- Proof of travel (flight tickets, itinerary)

I would appreciate your prompt attention to this matter and look forward to your response regarding my reimbursement request. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]