

Travel Insurance Reimbursement Support Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Claims Department Address]

[City, State, ZIP Code]

Dear Claims Department,

I am writing to formally request reimbursement for travel expenses incurred due to [briefly explain the reason for the claim, e.g., trip cancellation, medical emergencies, etc.]. My policy number is [Your Policy Number].

Attached are copies of the relevant documents, including [list any documents, e.g., receipts, medical reports, cancellation notices]. These documents provide evidence of my claim and demonstrate the costs I incurred.

I kindly ask for your assistance in processing my reimbursement request as soon as possible. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]