

Claim Letter for Lost Travel Document

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Claim for Travel Document Loss - Policy Number: [Your Policy Number]

Dear [Claims Officer's Name],

I am writing to formally submit a claim for the loss of my travel documents, specifically my passport and visa, which occurred during my recent trip to [Destination] from [Start Date] to [End Date].

Details of the incident are as follows:

- Date of Document Loss: [Insert Date]
- Travel Dates: [Insert Travel Dates]
- Location of Loss: [Insert Location]
- Travel Booking Reference: [Insert Booking Reference]

I have attached the necessary documentation, including the police report, proof of travel, and any other relevant information to support my claim. Please let me know if you require additional documentation.

I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you.

Sincerely,

[Your Name]