

Travel Insurance Claim for Trip Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear Claims Department,

I am writing to formally submit a claim for trip cancellation coverage under my credit card travel insurance policy. My trip was scheduled from [Start Date] to [End Date] and was unfortunately canceled due to [reason for cancellation].

The details of my trip are as follows:

- Destination: [Destination]
- Booking Reference: [Booking Reference]
- Travel Agency or Airline: [Name]
- Total Cost of Trip: [Cost]

I have attached copies of the necessary documents, including:

- Proof of trip cancellation
- Original booking confirmation
- Receipts for trip-related expenses
- Any additional supporting documents

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

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]