

Insurance Claim Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Dear [Insurance Company Contact/Claim Department],

Subject: Request for Documentation related to Travel Insurance Claim - Policy No. [Your Policy Number]

I am writing to request the necessary documentation required to proceed with my travel insurance claim submitted on [Insert Submission Date]. The claim is related to [briefly describe the incident, e.g. medical emergency, trip cancellation, etc.].

To expedite the processing of my claim, I kindly ask for the following documents:

- [Document 1 - e.g., Claim Form]
- [Document 2 - e.g., Proof of Incident]
- [Document 3 - e.g., Medical Reports/Invoices]
- [Document 4 - e.g., Cancellation Confirmation]

Please let me know if there are any additional forms or requirements needed for the processing of my claim.

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

Sincerely,

[Your Name]