

Insurance Claim Reimbursement for Travel Cancellation

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Insurance Company Name

Claims Department
Company Address
City, State, Zip Code

Subject: Request for Insurance Claim Reimbursement for Travel Cancellation (Policy No: [Insert Policy Number])

Dear Claims Adjuster,

I am writing to formally request reimbursement for my travel expenses associated with my recent trip cancellation due to [insert reason for cancellation, e.g., medical emergency, natural disaster]. The details of my trip are as follows:

- **Travel Dates:** [Insert Dates]
- **Destination:** [Insert Destination]
- **Booking Reference:** [Insert Reference]

Attached to this letter, you will find the following supporting documents:

- Copy of the insurance policy
- Cancellation confirmation
- Receipts for all expenses incurred
- Any medical documentation (if applicable)

I kindly request that you process my claim at your earliest convenience. Should you need any further information or clarification, please do not hesitate to contact me at the phone number or email provided above.

Thank you for your attention to this matter.

Sincerely,
[Insert Your Name]