

Travel Insurance Claim Letter

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your Email: [Insert Your Email]

Your Phone Number: [Insert Your Phone Number]

Insurance Company Name: [Insert Insurance Company Name]

Insurance Company Address: [Insert Insurance Company Address]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for reimbursement under my travel insurance policy #[Insert Policy Number] for the incident I experienced during my recent trip from [Insert Travel Dates].

Details of Claim:

- **Incident Date:** [Insert Incident Date]
- **Location:** [Insert Location]
- **Description of Incident:** [Insert Description]
- **Total Amount Claimed:** [Insert Amount]

Attached are the necessary documents to support my claim:

- [Attach Document 1]
- [Attach Document 2]
- [Attach Document 3]

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email] should you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]