

Travel Insurance Claim Process Guidance

Dear [Name],

We appreciate you reaching out regarding your travel insurance claim. Below are the steps to assist you in the claim process:

Step 1: Gather Required Documentation

- Claim form completed and signed
- Copy of your travel insurance policy
- Original receipts and invoices related to your claim
- Proof of cancellation or interruption (e.g., airline confirmation)

Step 2: Complete the Claim Form

Please fill out the claim form provided on our website or contact our customer service to obtain a copy.

Step 3: Submit Your Claim

Send all documents via email to claims@insurancecompany.com or via mail to:

*Insurance Company
Claims Department
123 Insurance Ave,
City, State, ZIP Code*

Step 4: Follow Up

You will receive a confirmation of your claim submission within 5 business days. Feel free to contact us at [+1 \(234\) 567-890](tel:+1234567890) for any queries.

Thank you for trusting us with your travel insurance needs.

Sincerely,

[Your Name]
[Your Title]
Insurance Company