

Travel Insurance Claim Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company's Name]

[Insurance Company's Address]

[City, State, Zip Code]

Dear Claims Department,

I am writing to request assistance with my travel insurance claim for policy number [Insert Policy Number]. My recent trip was interrupted due to [briefly explain reason, e.g., illness, trip cancellation], and I would like to initiate the claims process.

Below are the details of my claim:

- Insured Person's Name: [Insert Name]
- Travel Dates: [Insert Dates]
- Claim Amount: [Insert Amount]
- Description of Incident: [Provide a brief description]

Attached are the relevant documents to support my claim:

- [List of attached documents, e.g., medical reports, receipts, travel itineraries]

I kindly ask for your assistance in processing my claim promptly. Please let me know if you require any further information. I look forward to your swift response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]