

Travel Insurance Incident Report

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Subject: Incident Report for Travel Insurance Claim

Dear [Insurance Company Contact Name],

I am writing to formally report an incident that occurred during my recent travels, which impacts my travel insurance policy #[Insert Policy Number].

Details of the Incident:

- **Date of Incident:** [Insert Date]
- **Location of Incident:** [Insert Location]
- **Description of Incident:** [Provide a brief description of the incident]
- **Injuries Sustained:** [Detail any injuries if applicable]
- **Authorities Involved:** [Mention if police or medical authorities were involved]
- **Expenses Incurred:** [List any costs related to the incident]

Attached are the relevant documents, including incident reports, medical records, and receipts, to support my claim.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]

[Your Policy Number]