

Insurance Document Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit the necessary documents for my travel insurance policy, as per the requirements of [Policy Number]. Enclosed with this letter, please find the following documents:

- Completed insurance application form
- Proof of payment for the premium
- Copy of my passport
- Travel itinerary
- Any additional documents requested

Please confirm the receipt of these documents and let me know if any additional information is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]