

Insurance Reimbursement Follow-Up

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Dear [Claims Department/Contact Person's Name],

I am writing to follow up on my travel insurance reimbursement claim submitted on [Insert Submission Date]. My claim reference number is [Insert Claim Number].

As of today, I have not yet received any communication regarding the status of my claim. I would appreciate any updates you can provide, as well as an estimated timeline for processing my reimbursement.

Attached are the necessary documents for your reference:

- Claim form
- Receipt of expenses
- Supporting medical documents (if applicable)

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]