

# Travel Insurance Claim Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Claims Department]

[Company Address]

[City, State, ZIP Code]

Subject: Travel Insurance Claim for [Trip Dates]

Dear Claims Department,

I am writing to file a claim for a travel insurance reimbursement due to the cancellation of my trip to [Destination] that was scheduled for the dates [Trip Dates]. Unfortunately, I had to cancel the trip due to [Briefly explain the reason for cancellation].

I have attached copies of the trip itinerary, booking confirmations, cancellation notices, and any other relevant documents to support my claim. I kindly request your assistance in processing this claim and providing the reimbursement as per the terms of my travel insurance policy.

If there are any additional forms or documents required, please let me know. You can contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention.

Sincerely,

[Your Name]