

Travel insurance reimbursement request

Subject: Reimbursement Claim for Travel Insurance

Dear Claims Department,

I am submitting a reimbursement claim under my travel insurance policy [Policy Number]. During my trip to [Destination] on [Date], I incurred unexpected expenses due to [reason: e.g., flight cancellation, lost baggage, or medical emergency]. The total expenses amounted to [Amount], which I paid personally.

Enclosed are all required supporting documents, including tickets, receipts, medical records, and a copy of the incident report. I kindly request that my claim be reviewed and processed at the earliest.

Thank you for your cooperation.

Sincerely,

[Your Name]

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