

Quick claim for travel delay expenses

Subject: Travel Delay Expense Claim

Dear Team,

Quick message regarding unexpected expenses from my recent travel delays.

My connecting flight on [Date] was delayed 8 hours, causing me to miss my final connection. Had to book overnight accommodation and meals while stranded at [Airport].

Expenses: Hotel \$[Amount], Meals \$[Amount], Transportation \$[Amount]. Total: \$[Amount].

Receipts attached. Policy number: [Policy Number].

Thanks!

[Your Name]

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