

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Insurance Company Name]
[Claims Department Address]
[City, State, Zip Code]

Subject: Travel Insurance Claim - Policy Number [Your Policy Number]

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

I am writing to formally submit a claim for my travel insurance policy, number [Your Policy Number], due to [brief explanation of the reason for the claim, e.g., trip cancellation, medical emergency, lost luggage, etc.].

Details of the incident:

- Date of incident: [Date]
- Location: [Location]
- Description: [Detailed description of what happened]

Attached to this letter are copies of all relevant documents including:

1. [List of attached documents, e.g., receipts, medical reports, cancellation notices]
2. [Any other relevant documents]

I kindly request that you process my claim at your earliest convenience. Please let me know if you require any additional information or documentation.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]