

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

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

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

Dear [Claims Adjuster's Name],

I hope this message finds you well. I am writing to formally submit a claim for my travel insurance policy with the details outlined below:

****Policyholder Information:****

- Name: [Your Name]
- Policy Number: [Your Policy Number]
- Travel Dates: [Start Date] to [End Date]
- Destination: [Travel Destination]

****Claim Details:****

- Date of Incident: [Date of Incident]
- Description of Incident: [Brief description of the incident leading to the claim]
- Amount Claimed: [\$ Amount]

Attached to this letter, you will find the following documents to support my claim:

1. A copy of my insurance policy
2. Proof of travel (itinerary/receipt)
3. Documentation of the incident (medical reports, police reports, etc.)
4. Receipts for any expenses incurred

I would appreciate your prompt attention to this matter and look forward to your response. If you require any further information or documents, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]