

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

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

Subject: Out of Country Travel Insurance Request

Dear [Insurance Company Representative's Name],

I am writing to request an out of country travel insurance policy for my upcoming trip. Below are the details of my travel plans:

- **Traveler's Name:** [Your Full Name]
- **Destination(s):** [Destination Countries]
- **Travel Dates:** [Start Date] to [End Date]
- **Purpose of Travel:** [Business/Vacation/Other]
- **Number of Travelers:** [Number of Travelers]

Please provide me with information regarding the coverage options available, including:

- Medical coverage limits
- Trip cancellation/interruption coverage
- Emergency evacuation benefits
- Lost luggage and personal belongings coverage

I appreciate your assistance and look forward to receiving the necessary information at your earliest convenience.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]