

[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,

I am writing to formally submit a claim under my travel insurance policy, policy number [Your Policy Number]. This claim is regarding [briefly describe the reason for the claim, e.g., trip cancellation, medical expenses, lost luggage].

Details of the incident:

- Date of travel: [Start date - End date]
- Location: [Destination]
- Description of the incident: [Provide a concise account of what happened and how it relates to your policy coverage].

Enclosed with this letter are the following supporting documents:

1. [Document 1: e.g., medical reports, receipts, tickets]
2. [Document 2: e.g., police reports (if applicable)]
3. [Document 3: e.g., correspondence related to the claim]

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

Thank you for your assistance.

Sincerely,

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