

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

Claims Department  
YVR Travel Insurance

[Insurance Company 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]) for [briefly describe the reason for your claim, e.g., trip cancellation, medical expenses, etc.].

Details of my claim are as follows:

- Date of Incident: [Date]
- Destination: [Travel Destination]
- Travel Dates: [Start Date] to [End Date]

Attached to this letter, please find the necessary documentation to support my claim, including:

1. [List of attached documents, e.g., receipts, medical reports, flight itineraries, etc.]
2. [Additional documents if necessary]

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your assistance.

Sincerely,

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