

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

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

Subject: Trip Cancellation Claim - Policy Number [Your Policy Number]

Dear [Claims Department/Specific Contact Name],

I am writing to formally submit my claim for reimbursement due to the cancellation of my trip insured under policy number [Your Policy Number].

Details of the trip are as follows:

- Trip Destination: [Destination]
- Original Travel Dates: [Start Date] to [End Date]
- Booking Reference: [Booking Reference Number]

Unfortunately, due to [reason for cancellation, e.g., illness, emergency], I had to cancel my trip on [Cancellation Date]. I have attached the necessary documentation to support my claim, including:

- Proof of cancellation (e.g., cancellation confirmation)
- Medical documents (if applicable)
- Original travel itinerary
- Receipts for any non-refundable expenses

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

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]