

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

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

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

Dear Claims Adjuster,

I am writing to formally submit a claim under my travel insurance policy #[Your Policy Number] due to [brief description of the incident, e.g., "a trip cancellation," "medical expenses incurred while traveling," etc.].

Details of the Incident:

- Travel Dates: [Start Date] to [End Date]
- Destination: [Travel Destination]
- Incident Date: [Date of Incident]
- Description of Claim: [A brief and clear description of the incident and the reason for the claim]

Attached Documents:

1. Copy of insurance policy
2. [List any other relevant documents: e.g., receipts, medical reports, flight cancellation notices, etc.]
3. [Any additional documents that support your claim]

Please let me know if you require any further information or documentation to process my claim. I look forward to your prompt response regarding this matter.

Thank you for your attention to this claim.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]