

Hotel Booking Cancellation Request

Date: _____

To: Travel Insurance Claims Department

Subject: Hotel Booking Cancellation Request for Insurance Claim

Policyholder Details

Name: _____

Policy Number: _____

Contact Number: _____

Email Address: _____

Booking Information

Hotel Name: _____

Booking Reference: _____

Check-in Date: _____

Check-out Date: _____

Reason for Cancellation

Supporting Documents

Attached:

- Hotel booking confirmation
- Cancellation confirmation from hotel
- Relevant receipts/payment proofs
- Documents supporting the reason for cancellation

I kindly request reimbursement of the eligible expenses as stipulated in my travel insurance policy. Thank you for your attention to this matter. Please contact me if further information is needed.

Sincerely,

(Signature)

(Printed Name)