

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

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

Subject: Trip Delay Cancellation Request – Policy No: [Policy Number]

Dear Sir/Madam,

I am writing to formally request a trip cancellation and claim the associated benefits under my travel insurance policy due to a trip delay. My policy number is [Policy Number], and my travel dates were from [Start Date] to [End Date].

Due to an unexpected delay on [Date of Delay], my trip was significantly disrupted. The details of my original itinerary and the delay are as follows:

- Flight/Trip Booking Reference: [Booking Reference]
- Original Departure Date & Time: [Original Departure]
- Delayed Departure Date & Time: [New Departure]
- Reason for Delay: [Reason for Delay]

As a result of this delay, I was unable to continue with my planned trip. I request cancellation of my trip and reimbursement of the eligible expenses as covered in my policy. I have attached all supporting documents, including my travel itinerary, proof of delay from the transport provider, and relevant receipts.

I would appreciate your prompt attention to this claim. Please let me know if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]