

On a recent vacation you lost a valuable item. However, you purchased travel insurance before your trip that protects your valuables.

Write a letter to your agent at the insurance company. In your letter

- Describe the item that was lost
- Explain how it was lost
- Tell your insurance agent what you would like the company to do.

Adam's Formal letter sample

Dear Mr. Smith,

I am writing you regarding my insurance policy, which I bought just before my trip to Hawaii. Unfortunately, my wife lost a very expensive ring during this time and I would therefore like to file a claim.

The ring has a white gold band with a 1.5 carat diamond setting. It is the engagement ring that I gave my wife before our marriage and it clearly looks like an engagement ring. The ring was on my wife's finger when we went for a swim in the ocean. When we came out the ring was gone.

As you are aware, the policy I secured with your company covers any lost or damaged property regardless of cause. I have faxed you a receipt from when I purchased the ring, with a more detailed and technical description, as well as the full cost. Please send me the paperwork required for the reimbursement. The funds can be deposited directly into the account provided in my file.

Thank you for your assistance in this matter. I await your reply.

Best regards,

Adam