

Aviation Claim Request for Damages

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request compensation for damages incurred during my recent flight with [Airline Name], Flight Number [Flight Number] on [Date of Flight]. The flight departed from [Departure Airport] and arrived at [Arrival Airport].

Details of the incident are as follows:

- **Flight Date:** [Date]
- **Flight Number:** [Flight Number]
- **Ticket Number:** [Ticket Number]

Upon arrival, I discovered that [describe the nature of the damage, e.g., luggage was damaged, personal items were lost]. This has caused significant inconvenience and financial loss.

In accordance with [applicable policies or regulations], I am requesting a reimbursement of [amount] for the damages. I have attached copies of all relevant documents, including my boarding pass and photographs of the damaged items.

Please let me know if you require any additional information to process this claim. I appreciate your prompt attention to this matter and look forward to your response within [time frame].

Thank you for your assistance.

Sincerely,

[Your Name]