

# Notification of Missing Baggage

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Missing Baggage Claim Notification

Dear [Recipient's Name],

We are writing to inform you that your baggage, which was checked in on [Insert Flight Date] with flight number [Insert Flight Number], has been reported missing. We sincerely apologize for the inconvenience this may have caused you.

We are actively working to locate your baggage and request that you provide us with the following information to assist in our search:

- Bag Description (color, size, brand)
- Tag Number
- Travel Itinerary

We will keep you updated on the status of your claim and will contact you as soon as we have more information. If you have any further questions or need assistance, please do not hesitate to reach out to our customer service team at [Insert Contact Information].

Thank you for your understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]