

Request for Reimbursement

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

To: [Airline Company Name]

Customer Service Department

[Airline Address]

Subject: Request for Reimbursement for Delayed Luggage

Dear Customer Service Team,

I am writing to formally request reimbursement for my delayed luggage during my recent travel with [Airline Name]. My flight details are as follows:

- **Flight Number:** [Flight Number]
- **Date of Travel:** [Date]
- **Departure City:** [Departure City]
- **Destination City:** [Destination City]

My luggage was delayed for [number of days] days, causing me significant inconvenience and unexpected expenses. I have attached all relevant documentation, including my flight itinerary, baggage claim ticket, and receipts for the expenses incurred.

I kindly request a reimbursement amount of [amount], as per your airline's policies regarding delayed baggage. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]