

# Request for Reimbursement due to Missing Luggage

Date: [Insert Date]

To: Customer Service Department

[Airline Name]

[Airline Address]

Dear Customer Service Team,

I am writing to formally request a reimbursement for my missing luggage, which I have not received since my flight on [Insert Flight Date] from [Departure City] to [Arrival City]. My luggage was reported missing at the airport, and I have submitted the necessary claims to your representatives onsite.

Details of the flight are as follows:

- Flight Number: [Insert Flight Number]
- Date of Travel: [Insert Date]
- Travel Route: [Insert Departure City] to [Insert Arrival City]
- Bag Tag Number: [Insert Bag Tag Number]

I have incurred additional expenses as a result of the missing luggage, and I am requesting reimbursement for these costs, which amount to [Insert Total Amount]. I have attached copies of all relevant receipts for your reference.

Please let me know if you require any further information or documentation to process this request. I appreciate your assistance in resolving this matter promptly.

Thank you for your attention to this issue. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]