

# Embassy of [Country Name]

[Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request compensation for the loss of my baggage that occurred during my recent travel. My luggage was lost on [Date of Incident] while I was traveling from [Departure City] to [Destination City] via [Airline Name].

Details of the incident are as follows:

- **Flight Number:** [Flight Number]
- **Reference Number:** [Reference Number]
- **Description of Baggage:** [Color, Size, Brand]
- **Estimated Value of Baggage:** [Value]

I have attached the necessary documents including my flight ticket, baggage tag, and any correspondence with the airline regarding this matter. I kindly request your assistance in processing my compensation claim as soon as possible.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]