

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally request assistance regarding an insurance claim for my lost baggage, which occurred during my recent travel. My details are as follows:

- **Name:** [Your Full Name]
- **Passport Number:** [Your Passport Number]
- **Flight Number:** [Your Flight Number]
- **Date of Travel:** [Date]
- **Airline:** [Airline Name]

My baggage was lost upon arrival at [Destination Airport] on [Arrival Date]. I have filed a report with the airline and have attached copies of the relevant documents, including my boarding pass, baggage claim ticket, and the report of the loss.

I would appreciate any guidance or assistance you could provide in facilitating the insurance claim process for the lost baggage.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]