

Embassy of [Your Country]

[Embassy Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally document the incident regarding my missing baggage during my recent travel. My name is [Your Name], and I am a citizen of [Your Country]. I traveled from [Departure City] to [Arrival City] on [Flight Number] on [Date of Travel].

Upon arrival, I discovered that my baggage was missing. The details of my baggage are as follows:

- **Baggage Description:** [Color/Type/Brand]
- **Bag Tag Number:** [Tag Number]
- **Weight:** [Approximate Weight]

I reported the incident to the airline's customer service at the airport, and I received a reference number: [Reference Number]. Despite my efforts to retrieve my baggage, I have not received any updates since my initial report.

This letter serves as an official record of the incident for documentation purposes. I would appreciate your assistance in this matter and any guidance you can provide regarding further steps I should take.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Passport Number]

[Your Contact Information]