

Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally declare the loss of my luggage during my recent travels. Below are the details of the incident:

Passenger Name: [Your Full Name]

Passport Number: [Your Passport Number]

Flight Number: [Your Flight Number]

Date of Travel: [Date of Travel]

Departure Airport: [Departure Airport Name]

Arrival Airport: [Arrival Airport Name]

Description of Luggage: [Description of Lost Luggage]

I would appreciate your assistance in this matter and any guidance on how to proceed regarding the recovery of my belongings.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]