

Embassy of [Country Name]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about the unfortunate incident regarding your lost baggage during your recent travel. Our records indicate that you reported the loss on [Insert Date of Report] at [Insert Location].

Details of the lost baggage:

- Flight Number: [Insert Flight Number]
- Travel Date: [Insert Travel Date]
- Destination: [Insert Destination]
- Baggage Description: [Insert Description of Baggage]

We are actively working with the airline involved and have initiated the process to retrieve your lost baggage. We will keep you updated on any developments regarding your case.

If you have any further questions or require immediate assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

Embassy of [Country Name]