

# Embassy of [Country Name]

[Embassy Address]

[City, State, Postal Code]

[Date]

To Whom It May Concern,

I am writing to formally report the loss of my baggage during my recent travels. My name is [Your Full Name], holding passport number [Your Passport Number]. I traveled from [Departure Airport] to [Arrival Airport] on [Date of Travel] via [Airline Name].

Upon arrival at [Arrival Airport], I discovered that my baggage was missing. The details of my baggage are as follows:

- Color: [Baggage Color]
- Brand: [Baggage Brand]
- Size: [Baggage Size]
- Identification Tag Number: [Tag Number]

I have already reported the loss to the airline's baggage service and have a copy of the report for reference. I would appreciate any assistance the embassy can provide in helping me locate my lost baggage.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Postal Code]