

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

I am writing to urgently request assistance regarding the retrieval of my lost luggage. My name is [Your Full Name], and I am a citizen of [Your Country]. I arrived at [Airport Name] on [Arrival Date] on flight [Flight Number] from [Departure Location].

Unfortunately, upon arrival, I discovered that my luggage did not arrive with me. The baggage claim reference number is [Baggage Claim Reference Number]. I have already reported the loss to the airline, but I am in urgent need of my belongings due to [reason for urgency, e.g., medical necessities, important documents, etc.].

I kindly request your assistance in facilitating the retrieval of my luggage as soon as possible. Please advise if there are any steps I can take or information you require to expedite this process.

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

Sincerely,

[Your Full Name]

[Your Contact Information]