

# Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Documentation for Lost Luggage**

Dear [Recipient Name],

This letter serves as an official document to confirm the loss of your luggage on [Date] while traveling from [Departure Location] to [Destination]. We understand the inconvenience this has caused you.

Please find attached the necessary information regarding your case:

- Passenger Name: [Passenger Name]
- Flight Number: [Flight Number]
- Ticket Number: [Ticket Number]
- Contact Information: [Contact Information]
- Description of Lost Luggage: [Description]

We recommend that you contact the airline for further assistance in locating your luggage. Should you require any additional support or documentation from our office, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Embassy Contact Information]