

Baggage Claim Reimbursement Request

Date: [Insert Date]

To: Customer Service

[Airline Name]

[Airline Address]

Dear Customer Service Team,

I am writing to request reimbursement for the baggage fees incurred during my recent flight with [Airline Name] on [Flight Date] from [Departure City] to [Destination City]. Unfortunately, my baggage was delayed/lost.

Flight Details:

- Flight Number: [Insert Flight Number]
- Booking Reference: [Insert Booking Reference]
- Baggage Claim Number: [Insert Claim Number]

I have attached copies of my flight itinerary, baggage claim ticket, and any receipts related to the additional expenses incurred due to the delay/loss of my baggage.

I would appreciate your prompt attention to this matter and look forward to your response regarding the reimbursement process. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]