

Baggage Claim Reimbursement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request reimbursement for my lost baggage following my recent travel with [Airline Name] on [Flight Number] from [Departure City] to [Arrival City] on [Travel Date]. My baggage, with claim tag number [Claim Tag Number], was not delivered upon my arrival.

Despite filing a report at the airport and maintaining communication with your team, my baggage has not been located. As a result, I incurred expenses for essential items during this time. I have attached copies of my receipts and supporting documentation for your review.

According to your policies, I am entitled to compensation for these expenses. I kindly request a reimbursement of [Total Amount] for the incurred costs. Please let me know if you require any additional information to process my claim.

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

Sincerely,

[Your Name]