

# Baggage Claim Reimbursement Request

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your Email: [Insert Your Email]

Your Phone Number: [Insert Your Phone Number]

**To: [Airline Name]**

Customer Service Department

[Airline Address]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request reimbursement for essential items I had to purchase due to the mishandling of my baggage during my recent flight on [Insert Flight Date] with [Airline Name]. My flight number was [Insert Flight Number], and my baggage was delayed for [Insert Duration of Delay].

Due to the delay, I was forced to purchase essential items, including clothing and toiletries, totaling [Insert Amount]. I have attached the receipts for these purchases for your reference.

I kindly ask that you process my request for reimbursement at your earliest convenience. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]