

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 [Airline Customer Service],

I am writing to formally request reimbursement for damaged items in my luggage during my recent flight with [Airline Name] on [Flight Number] from [Departure City] to [Arrival City] on [Date of Flight].

Upon retrieving my baggage, I discovered that [specific items damaged], which were in [describe luggage]. I have attached photographs of the items as evidence of the damage, along with a copy of my original flight itinerary and baggage claim ticket.

According to [Airline Name]'s policy on baggage damage, I believe I am entitled to compensation for the damaged items. The total value of the damaged items is [insert total value].

I kindly request your prompt attention to this matter and look forward to your response. Thank you for your assistance.

Sincerely,

[Your Name]

Attachments: Photos of Damaged Items, Flight Itinerary, Baggage Claim Ticket