

Subject: Request for Baggage Claim Reimbursement

Dear [Airline Customer Service],

I hope this message finds you well. I am writing to formally request reimbursement for my baggage claim due to the inconvenience caused during my recent travel with [Airline Name].

On [Date of Travel], I flew from [Departure City] to [Destination City] on flight [Flight Number]. Unfortunately, upon arrival, my baggage was delayed/missing, causing significant disruption to my travel plans.

As a result of this inconvenience, I incurred additional expenses amounting to [Specify Amount], which included [briefly list expenses, e.g., clothing, toiletries, etc.]. I have attached copies of the relevant receipts for your reference.

I kindly request that you process my reimbursement at your earliest convenience. My baggage claim reference number is [Claim Number].

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

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]