

# Baggage Claim Reimbursement Request

**Your Name:** [Your Name]

**Your Address:** [Your Address]

**City, State, Zip Code:** [City, State, Zip Code]

**Email:** [Your Email]

**Phone Number:** [Your Phone Number]

**Date:** [Date]

**To:** [Airline Name]

**Customer Service Department**

**Airline Address:** [Airline Address]

**City, State, Zip Code:** [City, State, Zip Code]

## **Subject: Request for Baggage Claim Reimbursement**

Dear Customer Service Team,

I am writing to formally request reimbursement for my baggage that malfunctioned during my recent travel with your airline on [Flight Number] on [Date of Flight]. My baggage, [Description of Baggage], was damaged upon arrival at [Destination].

As per your airline's baggage policy, I understand that I am entitled to claim reimbursement for damages incurred. I have attached all relevant documentation, including my flight itinerary, baggage claim ticket, and photographs of the damage.

I would appreciate your prompt attention to this matter and look forward to your response regarding the next steps in processing my reimbursement request.

Thank you for your assistance.

Sincerely,  
[Your Name]