

Baggage Claim Reimbursement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request reimbursement for baggage expenses incurred during my recent international travel on [Flight Number] from [Departure City] to [Destination City] on [Travel Date]. Unfortunately, my baggage was delayed and not delivered to me until [Date of Baggage Retrieval].

As a result, I had to purchase essential items such as clothing and toiletries to use during the period of delay. I have attached the receipts for these purchases, which total [Total Amount].

According to the airline's policy on delayed baggage, I understand that I am entitled to reimbursement for these incurred expenses. I would appreciate it if you could process my claim at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Travel Loyalty Program Number, if applicable]