

Baggage Claim Reimbursement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Airline Name]

[Airline Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request reimbursement for the expenses incurred due to the delayed arrival of my luggage on [Date of Travel]. My flight details are as follows:

- Flight Number: [Flight Number]
- Departure City: [Departure City]
- Arrival City: [Arrival City]

Upon arrival, my luggage did not arrive until [Date and Time of Luggage Arrival]. During the time my luggage was delayed, I incurred the following expenses:

- [Item 1 - Description and Amount]
- [Item 2 - Description and Amount]
- [Item 3 - Description and Amount]

Please find attached copies of the receipts for the expenses listed above.

I appreciate your prompt attention to this matter and look forward to your response regarding the reimbursement of these expenses.

Thank you for your assistance.

Sincerely,

[Your Name]