

# 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:**

**Customer Service Department**

[Airline Name]

[Airline Address]

[City, State, Zip Code]

**Subject: Request for Baggage Claim Reimbursement**

Dear Sir/Madam,

I am writing to formally request reimbursement for my lost luggage during my recent travel with [Airline Name] on [Flight Number] from [Departure City] to [Destination City] on [Date of Flight]. My baggage was reported missing upon arrival, and despite several follow-ups, it has yet to be located.

To support my claim, I have attached the following documents:

- Copy of the flight itinerary
- Baggage claim receipt
- Correspondence with your customer service regarding the claim
- List of contents in the missing baggage with estimated values
- Proof of purchases for essential items (if applicable)

According to your airline policy, I believe I am eligible for reimbursement due to the inconvenience caused. I kindly request a prompt resolution to this matter and appreciate your attention to this issue.

Thank you for your understanding. I look forward to your swift response.

Sincerely,

[Your Name]