

Travel Document for Missing Luggage

From:

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Date]

To:

[Airline Company Name]

[Airline Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to formally report missing luggage from my recent flight with your airline. Below are the details of my travel and the missing baggage:

- **Flight Number:** [Flight Number]
- **Date of Travel:** [Date]
- **Departure Airport:** [Departure Airport]
- **Destination Airport:** [Destination Airport]
- **Bag Description:** [Color, Size, Brand]
- **Baggage Claim Number:** [Claim Number]

After reporting the issue to your staff at the airport, I have not yet received any updates about the status of my luggage. I would appreciate your immediate attention to this matter and any assistance you can provide in locating my missing baggage.

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

Sincerely,

[Your Name]