

Formal Complaint for Damaged Baggage

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Airline Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally lodge a complaint regarding the damage incurred to my baggage during my recent flight with [Airline Company Name]. My flight details are as follows:

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

Upon arrival, I discovered that my luggage was damaged. Specifically, [describe the damage, e.g., a broken zipper, torn fabric, etc.]. This has caused me significant inconvenience, and I am seeking compensation for the damages.

I have attached copies of the relevant documents, including my baggage claim ticket and photographs of the damage for your review.

I would appreciate your prompt attention to this matter and look forward to your response regarding the next steps and compensation for the damaged baggage.

Thank you for your attention to this issue.

Sincerely,

[Your Name]