

Letter of Appeal for Lost Luggage Reimbursement

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Customer Service Department
Airline Name
Airline Address
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally appeal for reimbursement regarding the lost luggage incident that occurred during my recent travel with [Airline Name] on [Flight Number] from [Departure City] to [Destination City] on [Date of Flight].

Upon my arrival, I was informed that my luggage did not arrive, despite my timely check-in and adherence to all baggage guidelines. I filed a lost baggage report immediately with your staff at the airport, and I have followed the provided procedures but have not yet received compensation for my lost belongings.

In accordance with your policies, I am entitled to a reimbursement for the inconvenience caused and the essential items I was forced to purchase during the period of my luggage's absence. Attached are copies of my flight ticket, baggage claim ticket, and receipts for the necessary purchases made.

I kindly urge you to review my case and process my reimbursement at your earliest convenience. I appreciate your attention to this matter and hope for a prompt resolution.

Thank you for your understanding.

Sincerely,
[Your Name]