

Lost Luggage Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Airline Name]

Address: [Airline Address]

Dear [Airline Customer Service],

I am writing to confirm the details of my lost luggage incident that occurred on [Insert Date of Travel].

Flight Number: [Insert Flight Number]

Departure Airport: [Insert Departure Airport]

Arrival Airport: [Insert Arrival Airport]

Luggage Description: [Insert Luggage Description, e.g., color, brand, size]

Tracking Number: [Insert Tracking Number]

Report Reference Number: [Insert Report Number]

I appreciate your assistance in locating my luggage and look forward to your prompt response regarding its status.

Thank you.

Sincerely,

[Your Name]