

Notification of Delayed Luggage

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that your luggage from flight [Flight Number] arriving on [Arrival Date] has been delayed. We understand how inconvenient this may be and sincerely apologize for the disruption to your travel plans.

Your luggage is currently being tracked, and we will keep you updated with any developments. We are committed to resolving this matter as quickly as possible.

For any urgent queries or assistance, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]