

Lost Luggage Report

Date: [Insert Date]

To: [Airline Name]

Address: [Airline Address]

Subject: Report of Lost Luggage

Dear [Airline Customer Service],

I am writing to formally report my lost luggage following my recent flight with [Airline Name], flight number [Flight Number], which departed from [Departure Airport] to [Arrival Airport] on [Date of Flight].

Upon my arrival at [Arrival Airport], I discovered that my luggage was missing. I immediately contacted the lost luggage office at the airport, where I provided them with all relevant details, including my baggage claim tag and a description of the lost item.

Details of the lost luggage are as follows:

- **Baggage Claim Tag Number:** [Tag Number]
- **Description of Luggage:** [Color, Size, Brand]
- **Contents (if known):** [Brief Description of Contents]

I would appreciate any updates regarding the status of my luggage and the steps taken to locate it. I can be reached at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]