Air Travel Lost Luggage Claim Letter Example

When dealing with missing baggage, an **air travel lost luggage claim letter example** helps passengers clearly and effectively communicate the details of their lost items to the airline. This letter typically includes essential information such as flight details, a description of the lost luggage, and a request for compensation or assistance. Using a well-structured claim letter enhances the chances of a prompt and fair resolution by outlining the passenger's experience and expectations succinctly.

Sample Lost Luggage Claim Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Customer Service Department
[Airline Name]
[Airline Address]
[City, State, ZIP Code]

Subject: Lost Luggage Claim â€" [Flight Number], [Date], [Baggage Claim Reference Number]

Dear Sir or Madam,

I am writing to formally file a claim regarding my lost luggage on flight **[Flight Number]** from **[Departure Airport]** to **[Arrival Airport]** on **[Date of Travel]**. Upon arrival, I discovered that my checked baggage was missing and have already reported the loss to your baggage services desk (Reference Number: **[Baggage Claim Reference]**).

Description of Luggage:
- Brand: [Brand Name]
- Color: [Color]
- Size/Type: [e.g., Medium Hard Shell Suitcase]
- Identifying features: [e.g., Red ribbon tied to handle, name tag with contact information]

Contents (not exhaustive):
- [List of key items, e.g., Clothing, Laptop, Personal items]
- [Important/valuable contents]

I would appreciate any assistance you can provide in locating my luggage and request information on compensation and reimbursement procedures for my losses and any delays or inconveniences caused.

Enclosed/attached are copies of my boarding pass, baggage claim ticket, and the lost baggage report. Please confirm receipt of this letter and advise on the next steps in the claims process.

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

Sincerely,
[Your Name]