

## Sample Letter to Airline for Missing Baggage (International Flight)

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

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

Subject: Missing Baggage Report – International Flight [Flight Number]

Dear Sir/Madam,

I am writing to formally report my missing baggage following my recent international flight with [Airline Name] on [Flight Date], from [Departure City/Airport], to [Arrival City/Airport]. My flight number was [Flight Number] and my booking reference is [Booking Reference Number].

Upon arrival at my destination, I discovered that my checked-in baggage did not arrive with my flight. The details of my missing baggage are as follows:

- **Tag Number:** [Baggage Tag Number]
- **Description:** [Color, Size, Brand, Distinguishing Features]

I have already reported the missing bag to the airport baggage claims desk and completed a Property Irregularity Report (PIR) with reference number [PIR Reference Number]. However, I wish to formally request your prompt assistance in locating and returning my luggage as soon as possible.

Please keep me informed of any updates regarding the status of my baggage and advise me on the next steps for compensation or reimbursement, as necessary, in accordance with international air travel regulations.

I have attached copies of my boarding pass, baggage claim tag, passport, and completed PIR for your reference.

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

Sincerely,  
[Your Name]