

## Formal Complaint Letter to Airline about Lost Baggage

A formal complaint letter to an airline about lost baggage is typically structured as follows:

- Your contact details
- Date of writing
- Airline contact details
- Salutation
- Body of the letter (including all relevant details)
- Conclusion/request for resolution
- Signature

### Sample Letter

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
Customer Service Department  
[Airline Name]  
[Airline Address or Customer Service Email]  
Dear Sir/Madam,  
Subject: Formal Complaint - Lost Baggage on Flight XY123  
I am writing to formally complain about the loss of my baggage on flight XY123 from New York to London on June 1, 2024. Upon arrival at London Heathrow Airport, I waited at the designated baggage claim area for an extended period of time. Despite my efforts to locate my suitcase, it was nowhere to be found. I have attached a copy of my original luggage tag for your reference. I kindly request your immediate assistance in locating my suitcase. Should it be impossible to recover my baggage promptly, I request appropriate compensation as per your policy. I look forward to your prompt action and a satisfactory resolution to this matter. Please contact me at [your phone number] or [your email address] with any updates.  
Sincerely,  
[Your Name]