

Sample Email to Airline Customer Service for Lost Luggage

Subject: Request for Assistance: Lost Luggage on Flight [Flight Number]

Dear [Airline Name] Customer Service,

I am writing to report that my luggage did not arrive at my destination following my recent flight with [Airline Name]. Please find the details of my case below:

- **Passenger Name:** [Your Full Name]
- **Flight Number:** [Flight Number]
- **Date of Travel:** [Date]
- **Departure Airport:** [Departure Airport]
- **Destination Airport:** [Arrival Airport]
- **Baggage Tag Number(s):** [Tag Number(s)]
- **Phone Number:** [Your Phone Number]
- **Email Address:** [Your Email Address]

Description of Lost Luggage:

[Provide a brief description of your luggage-color, brand, size, distinguishing features-and a summary of any important contents, if relevant.]

I have already reported the incident at the airport and filed a Property Irregularity Report (PIR). My reference number is [PIR Reference Number], if applicable.

I kindly request your prompt assistance in locating my luggage and informing me of its status as soon as possible. Additionally, please advise regarding compensation procedures should my baggage not be located promptly.

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

Sincerely,
[Your Name]