

Standard baggage claim letter for general cases

Subject: Baggage Damage Claim

Dear Customer Service,

I am submitting a claim for my baggage damaged during flight [Flight Number] on [Date]. The suitcase was damaged with [brief description]. I have included photos, baggage tags, and receipts.

Please advise on the next steps to process my claim and expected timelines.

Thank you,

[Your Full Name]

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