

Preliminary message notifying airline about damage before official claim

Subject: Initial Notice of Damaged Baggage

Dear [Airline Name] Customer Relations,

This is to notify you that my luggage sustained visible damage during my flight [Flight Number] on [Date]. I am currently preparing the required documents and evidence for a full claim submission.

Please advise me of the exact process and deadlines for filing the official claim, so I can ensure compliance with your policy.

Thank you in advance,

[Your Name]

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