

Lost Baggage Claim Email

Subject: Lost Baggage Claim - Flight [Flight Number]

Hello,

I'm writing to report lost baggage from my recent flight and file a formal claim.

Flight details:

Flight number: [Number]

Date: [Date]

Route: [Departure City] to [Arrival City]

Baggage claim tag: [Tag Number]

I checked one bag at [Departure Airport] but it never arrived at the baggage carousel in [Arrival Airport]. I reported this immediately to your baggage service desk and received reference number [Reference Number].

Bag description: [Color, size, brand, distinctive features]

It's now been [Number] days and I still haven't received any update on the location of my luggage.

The bag contains [general description of contents and approximate value].

I've had to purchase essential items due to this delay, including [list items purchased] totaling approximately \$[Amount]. I've kept all receipts as requested.

Could you please:

1. Provide an update on the search for my baggage
2. Explain the next steps in the claims process
3. Clarify the compensation I'm entitled to for delayed/lost baggage
4. Confirm if I should proceed with purchasing replacement items

I've attached my baggage claim receipt, boarding pass, and receipts for emergency purchases.

Please respond within 48 hours. You can reach me at [Phone] or this email address.

Thanks,

[Your Name]

[Booking Reference]

Get more templates here: <https://www.lettersandtemplates.com/letters/claim-letter>