

## LOST LUGGAGE COMPLAINT LETTER

[Your Name]

[Street Address]

[City, State ZIP Code]

[phone number - optional]

[email address - optional]

October 16<sup>th</sup>, 2014

[Name of Recipient]

[Title]

[Company Name]

[Street Address]

[City, State ZIP Code]

Dear [Name of Recipient]:

I am seeking your assistance in receiving compensation for my lost luggage.

On [DATE] I traveled on [NAME OF AIRLINE] flight number [FLIGHT NUMBER] from [DEPARTURE CITY] to [ARRIVAL CITY]. Upon arriving to my destination I went to pick up my luggage and after waiting for a very long time it never came. I spoke to a representative of your airline who took my information and was told that most likely my luggage would arrive on a later flight. It never showed up.

After submitting the claim forms, I was informed that I would receive compensation for the lost luggage within [NUMBER OF DAYS] from receipt of my claim. Not only have I had to spend numerous hours filling out claim forms, making phone calls and writing letters in order to receive a small compensation, but to make matters worse it now has been more than [NUMBER OF DAYS] days and I still have not received the compensation.

Enclosed please find a copy of my original claim as well as a copy of the list of items that were lost and their current replacement value.

I look forward to hearing from you within 10 days about the resolution of this matter.

Sincerely,

[Your Name]