

## Lost Luggage Complaint Letter

**This package contains:**

1. Instructions & Checklist for Lost Luggage Complaint Letter
2. Lost Luggage Complaint Letter

## Instructions & Checklist for Lost Luggage Complaint Letter

- This package contains (1) Instructions & Checklist for Lost Luggage Complaint Letter; and (2) Lost Luggage Complaint Letter;
- This form is designed to assist you in drafting a complaint letter to an airline about compensation for lost luggage, This type of letter is sent after a claim has been submitted, but the airline has failed to respond to a request for compensation after a reasonable time.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- Since it is impossible to create sample letters that suit every particular situation, we tried to make these samples more universal. Feel free to change wording and to add or delete text to tailor it to your particular circumstances.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

May 19, 2009

[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 for 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 received 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 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 itemized 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]

Enclosures