

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Customer Service

[Airline Name]
[Airline Address]
[City, State, ZIP Code]

Subject: Request for Baggage Fee Waiver

Dear Customer Service Team,

I hope this message finds you well.

I am writing to request a waiver for the baggage fee associated with my recent flight, [Flight Number], on [Date of Travel].

Due to [brief explanation of the circumstance that warrants the request, e.g., unexpected travel changes, medical emergencies, etc.], I was unable to adhere to the standard baggage policy.

I have always appreciated the quality of service provided by [Airline Name] and hope you can understand my situation. Attached are any relevant documents that support my request.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Frequent Flyer Number, if applicable]