

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

Lost & Found Department
John F. Kennedy International Airport
Building 14, Room 125
Jamaica, NY 11430
Subject: Lost Luggage Claim

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally report and claim my lost luggage during my recent travel through John F. Kennedy International Airport.

Details of the Flight:

- Passenger Name: [Your Name]
- Flight Number: [Flight Number]
- Date of Travel: [Date of Travel]
- Arrival Time: [Time of Arrival]

Description of Lost Luggage:

- Type: [Suitcase/Bag/Other]
- Brand: [Brand Name]
- Color: [Color]
- Size: [Size/Dimensions]
- Unique Identifiers: [Any distinguishing features or tags]

I have already reported the incident to the airline's customer service and filed a report at the baggage claim desk with reference number [Reference Number].

Please let me know the next steps to assist in locating my luggage. If you require any further information or documentation from my side, do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]