

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

Baggage Claim Department  
John F. Kennedy International Airport  
Building 328, Jamaica, NY 11430  
Subject: Lost Baggage Claim - [Your Flight Number]

Dear Baggage Claim Department,  
I hope this letter finds you well. I am writing to report a lost baggage incident pertaining to my recent flight with [Airline Name] on [Date of Flight].

Details of the flight are as follows:

- Flight Number: [Your Flight Number]
- Departure Airport: [Departure Airport Name]
- Arrival Airport: John F. Kennedy International Airport
- Date of Flight: [Date]
- Baggage Claim Ticket Number: [Baggage Claim Ticket Number]

Despite following the standard procedures at the baggage claim area, my luggage did not arrive. The bag is [Description of Bag - size, color, brand, and any distinguishing features].

I have attached copies of my boarding pass and baggage claim ticket for your reference. I kindly request your assistance in locating my luggage at your earliest convenience.

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

Sincerely,

[Your Name]  
[Signature (if sending a hard copy)]