

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

Customer Service

JFK Airport

[Airport Address]  
[City, State, ZIP Code]

Dear JFK Airport Customer Service,

Subject: Departure Concern Regarding Baggage

I hope this message finds you well. I am writing to address a concern regarding my recent experience at JFK Airport on [departure date] with flight [flight number] to [destination].

Unfortunately, I encountered issues with my baggage during the departure process. Specifically, [briefly describe the issue, e.g., "my bags were delayed," or "one of my bags did not arrive at the destination"].

I would appreciate your assistance in resolving this matter. If there are specific procedures I should follow or information I need to provide, please let me know.

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

Sincerely,

[Your Name]

[Frequent Flyer Number, if applicable]