

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

Customer Service

Ryanair

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

Dear Ryanair Customer Service,

Subject: Luggage Loss - [Flight Number]

I am writing to report the loss of my luggage on [date] during my flight [Flight Number] from [Departure City] to [Destination City]. Upon arrival, I was unable to locate my checked baggage, which is [describe the luggage briefly, e.g., a black suitcase with red straps].

I followed the necessary procedures at the airport, filed a report, and received a reference number: [Reference Number]. Unfortunately, I have not received any updates regarding the status of my luggage.

I kindly request your assistance in locating my luggage and any information on the next steps I should take. I have attached copies of my flight itinerary and the report filed at the airport for your reference. 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)]