

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

Customer Service Department

Ryanair

[Address of Ryanair Customer Service]

Dear Ryanair Customer Service,

I am writing to formally file a claim regarding my baggage that was lost/delayed on my recent flight with Ryanair, Flight Number [Flight Number], which took place on [Date of Flight].

Details of my baggage are as follows:

- Baggage Tag Number: [Baggage Tag Number]
- Description of the bag: [Description of the Bag, e.g., color, brand, size]

Despite following all necessary procedures at the airport, my bag has not yet been returned to me. I have attached copies of my boarding pass, baggage claim ticket, and any other relevant documentation for your reference.

I would appreciate your assistance in locating my baggage and processing any compensatory claims related to this incident. Thank you for your attention to this matter, and I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]