



MISSING BAGGAGE CLAIMS FORM

Reference No. _____

Baggage Claims Office
ABC Company
Level 2 Main Terminal Building
Philadelphia International Airport
1234 Main St.
Philadelphia, PA
Tel: +1 215-333-4444
Fax: +1 215-111-2222
Email: abcbaggageclaims@abccompany.com

Dear Passenger,
Please accept our apologies for the delay in locating your bag and for any inconvenience caused. If your property is not found within two days, please complete this form and send immediately to address shown on the right.

PLEASE PRINT:

Name (Mr./Mrs./Ms. First Middle Last) Ms. Joan A. Smith

Home Address 321 Main Rd.

Telephone 215-987-6543 Mobile 215-345-6789

Fax _____ Email Address JoanSmith@email.com

Passport/ID No. 123456789 Occupation Manager

Business Address 123 Business Street

Business Telephone 215-123-4567 Frequent Flyer No. 111AAAA

Flight Itinerary	Airline	Fight Number	Date	From	To
	ABC Airline	987	10/15/2018	Philadelphia, PA	Chicago, IL

No. of bags checked 1 No. of bags received 0 No. of bags missing 1

Weight of each bag missing 10 lbs.

Passenger Ticket No. (attach copy) X11111

Baggage checked at: Check-In Counter Boarding Gate Baggage last seen at: PHL Check-in Counter
 Others (please specify)

Baggage was checked to (listed on tag) O'Hare Intl Arpt (ORD) on (Airline/Flight Number) ABC Airline 987

Final Destination O'Hare (ORD) Was baggage rechecked and new tags issued? Yes, Airport: No

Was baggage seen there? Yes No Was baggage available at customs? Yes No

Was original routing changed after starting trip Yes, please specify: No

Was airline notified of loss immediately? Yes, which office: O'Hare (ORD) No

Time 1:45 P.M. Date 10/15/2018 By telephone or in person: in person

If airline was not notified, state reason:

Was the loss reported to any other airline? Yes, to whom: No

Any other relevant details

Traveling with: Alone Family Group, please specify name of group if available: