**Complaint Form Sample No.3**

To: Name of the organization

Full name of the official to whom a complaint is addressed:

From: Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Claim (statement, complaint)**

(**missing items of the baggage**)

On “\_\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_202\_\_ I flew with T5-\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ flight. At the airport of\_\_\_\_\_\_\_\_\_\_ checked-in my baggage weighing \_\_\_\_\_ kg. and received a baggage tag T5\_\_\_\_\_\_\_\_\_. Upon arrival at the airport of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, I collected my baggage and I noticed it looked unpacked (if anyway possible). When we opened the baggage with the airport employees, the following things appeared to be missing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with weight of\_\_\_\_\_\_kg. A relevant report was filed afterwards.

Based on the above, I request for compensation for missing items in my baggage in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or without specifying the amount.

Attachments:

1. Copy of passport;
2. Property Irregularity Report (PIR);
3. Boarding pass;
4. All checks and receipts, payment receipts for baggage with declared value, other documents for excess baggage payment, certificates and other primary financial documents proving the damage caused);

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Claimant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_