**Complaint Form Sample No.4**

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**

**(delayed baggage delivery)**

On “\_\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_202\_\_ I flew with T5-\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ flight.

Upon arrival at the airport of \_\_\_\_\_\_\_\_\_, I could not collect my baggage with baggage tag T5-\_\_\_\_\_\_\_\_\_\_ in a timely manner. I was able to collect my baggage after \_\_\_\_ days, on “\_\_\_\_\_” \_\_\_\_\_\_202\_\_

Based on the above, I request for compensation for my damaged baggage in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or reimbursement of expenses incurred due to late baggage collection, 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_