**Complaint Form Sample No.1**

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)**

**(loss of baggage)**

On “\_\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_202\_\_ I flew with T5-\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ flight. Upon arrival at the airport\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I did not collect my baggage according to the baggage tag T5-\_\_\_\_\_\_\_\_\_\_.

Type of baggage:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Baggage content:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Given the above, I request to find my lost baggage or compensation for material damage 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_