Address  
PostalCode City

Dear FirstName LastName,

I am writing to inform you that we have found an item which has been identified as likely to be yours. The item that has been found on FlightNumber FlightDate has been described by one of our flight attendants as **ItemDescription**. If you want to claim the lost item, please call +312053432423.

Once again, thanks for flying with us.

Yours Sincerely,

The Airline