

Complaint Letter to Travel Agency

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Travel Agency Name
Agency Address
City, State, Zip Code

Dear [Travel Agency Manager's Name],

I am writing to formally complain about the unsatisfactory service I received from your agency during my recent trip, booked under the reference number [Booking Reference Number].

Outline the issues you encountered, such as delays, poor accommodations, or unprofessional behavior of staff. Include specific details and dates.

Despite my expectations for a seamless experience, the problems I faced were unacceptable and caused considerable inconvenience.

I would appreciate your prompt response to this matter and a resolution to my grievances. I look forward to hearing from you within [specify timeline, e.g., 14 days].

Thank you for your attention to this issue.

Sincerely,
[Your Name]