

Complaint Regarding Transport Service

Date: [Insert Date]

To,
Customer Service Department,
[Transport Service Provider's Name],
[Provider's Address],
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally address a complaint regarding the transport service provided on [insert date of service]. My booking reference number is [insert booking number]. Unfortunately, I encountered several issues that I believe warrant your attention.

Firstly, [describe the specific issue faced, e.g., "the vehicle arrived late", or "the driver was rude"]. This caused significant inconvenience as I had [explain any consequences of the issue, e.g., "missed an important appointment"].

Additionally, [mention any other issues if applicable, e.g., "the vehicle was not in a clean condition," or "the route taken was inefficient"].

As a valued customer, I expected a higher standard of service. I request a resolution that would include [mention desired resolution, e.g., "a full refund", "a discount on future services", or "an apology"].

Thank you for your attention to this matter. I look forward to your prompt response to resolve this issue satisfactorily.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]