

# Letter of Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally address a discrepancy concerning the vacation package I purchased through your company [insert package name or reference number] on [insert purchase date].

Upon reviewing the details provided in your advertising materials, I was led to believe that the package would include [list specific inclusions], which significantly influenced my decision to purchase. However, upon arrival, I discovered that [describe what was missing or misleading].

This misleading representation of the package not only resulted in a less enjoyable experience but also caused financial strain due to unexpected expenses I incurred as a result.

I would appreciate a prompt response addressing this matter, along with an explanation of how your company plans to rectify the situation. I believe a full or partial refund is warranted based on the circumstances.

Thank you for your attention to this issue. I look forward to your swift response.

Sincerely,

[Your Name]