

Complaint Regarding Inadequate Accommodations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Travel Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Travel Agency Manager's Name],

I hope this message finds you well. I am writing to formally address an issue concerning the travel package I purchased through your agency for my recent trip to [Destination] from [Start Date] to [End Date].

Unfortunately, the accommodations provided were not as promised. Specifically, [describe the inadequacies, e.g., cleanliness issues, lack of amenities, incorrect room type, etc.]. This not only caused inconvenience but also impacted my overall experience during the trip.

I kindly request a resolution to this matter, which may include a partial refund or credits towards a future trip. I believe this is a fair request considering the circumstances.

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

Sincerely,

[Your Name]