

Complaint Regarding Transportation Issues

Date: [Insert Date]

To: [Travel Agency Name]

Address: [Travel Agency Address]

Dear [Travel Agency Manager's Name],

I hope this message finds you well. I am writing to formally address an issue I encountered during my recent travel arranged through your agency, specifically concerning transportation services.

On [Insert Date of Travel], I booked a travel package with the expectation of seamless transportation between the various destinations outlined in the itinerary. Unfortunately, I experienced significant issues, including [briefly describe the issues - e.g., delays, inadequate vehicle, missed connections].

These transportation issues greatly affected my overall experience, leading to [mention any inconveniences caused, such as lost time, additional costs, or missed activities]. As a loyal customer of your agency, I was disappointed by this aspect of the service.

I kindly ask that you address this issue by [state what you would like - e.g., reimbursement, compensation, or policy review]. I have attached all relevant documents, including my itinerary and any receipts related to the transportation issues.

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

Sincerely,

[Your Name]

[Your Contact Information]