

Complaint Regarding Unsatisfactory Travel Arrangements

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Travel Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Travel Agency Manager's Name],

I am writing to formally express my dissatisfaction regarding the travel arrangements provided by your agency for my recent trip to [Destination] from [Start Date] to [End Date].

I encountered several issues during my travels, including:

- [Description of Issue 1]
- [Description of Issue 2]
- [Description of Issue 3]

These issues significantly affected my overall experience and did not meet the expectations set by your agency during the booking process.

I request that you investigate these matters and provide a satisfactory resolution, including a possible reimbursement or compensation for the inconvenience caused.

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

Sincerely,

[Your Name]