

Formal Complaint Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

Date: [Date]

Recipient's Name
Company's Name
Company's Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding the recent cancellation of my reservation (Reservation Number: [Reservation Number]) at your establishment, originally scheduled for [Date]. Despite my attempt to contact your customer service for clarification, I have not received a satisfactory explanation.

The cancellation of my reservation has caused significant inconvenience, and I was not provided with adequate notice or alternative accommodations. As a loyal customer, I expected a higher level of service and communication.

I would appreciate it if you could provide me with an explanation for the cancellation and outline the steps you will take to prevent such issues in the future. Additionally, I kindly request compensation for the inconvenience caused by this incident.

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

Sincerely,
[Your Name]