

# Grievance Letter for Disrupted Bookings

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Customer Service Department

Company Name

Company Address

City, State, Zip Code

Dear Customer Service Team,

I am writing to formally express my grievance regarding the disrupted bookings that I have experienced with your service. On [insert date], I had booked a [type of service, e.g., flight, hotel, event] under the confirmation number [insert confirmation number]. Unfortunately, I faced [describe the issue - e.g., cancellation, delay, overbooking], which caused significant inconvenience and distress.

Despite my attempts to resolve this issue through your customer service channels, I have not received a satisfactory response or resolution. I expected [state what you expected, e.g., timely notifications, compensation, etc.], but this has not been delivered, further exacerbating my dissatisfaction.

I am requesting that you [state your request - e.g., process a refund, provide compensation, ensure future bookings are honored] and would appreciate a prompt response to this matter. Thank you for your attention to this issue.

Sincerely,

Your Signature (if sending a hard copy)

Your Printed Name

Your Contact Number