

Complaint Regarding Travel Arrangements Mismanagement

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain regarding the mismanagement of my travel arrangements booked through your agency on [Booking Date]. My itinerary reference number is [Reference Number].

On [Travel Date], I encountered numerous issues that significantly affected my travel experience:

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

These issues not only caused me considerable distress but also resulted in [mention any financial loss or inconvenience caused]. I had expected a level of professionalism and care, which was regrettably lacking.

I would appreciate a prompt response to this letter, including any corrective actions that you are willing to take to address this situation. I look forward to your acknowledgment of this complaint and a resolution that reflects the standards of service your company advertises.

Thank you for your attention to this matter.

Sincerely,
[Your Name]