

Inquiry into Unsatisfactory Travel Package Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Travel Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Travel Agency Representative's Name],

I am writing to express my concerns regarding the travel package (Booking Reference: [Insert Reference Number]) that I booked through your agency for my trip on [Insert Trip Date]. Unfortunately, my experience did not meet my expectations due to the following issues:

- [Issue #1: Brief description]
- [Issue #2: Brief description]
- [Issue #3: Brief description]

These problems significantly impacted my overall experience, and I would appreciate your prompt attention to this matter. I kindly request an explanation regarding these issues and information on possible compensation or resolution.

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

Sincerely,

[Your Name]