

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Travel Agency/Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a resolution regarding an error that occurred in my recent travel booking with your agency.

Booking Reference Number: [Insert Booking Reference]

Travel Dates: [Insert Travel Dates]

Issue Description: [Briefly describe the error]

I kindly ask that you review this situation and provide a solution as soon as possible. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]