

# Airline Charge Dispute Regarding Refund Delays

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Airline Name]

[Airline Address]

[City, State, Zip Code]

## **Subject: Dispute Over Delayed Refund for Flight [Flight Number]**

Dear Customer Service Team,

I am writing to formally dispute the delay in the refund for my flight [Flight Number], which was scheduled on [Flight Date]. The flight was canceled due to [reason for cancellation], and according to your policy, I was entitled to a refund.

Despite my repeated communications with your customer service team, I have yet to receive my refund, which was promised to me within [mention the time frame promised]. The delay has caused me significant inconvenience, and I am requesting immediate attention to this matter.

Please find the relevant details below:

- Booking Reference Number: [Reference Number]
- Flight Number: [Flight Number]
- Flight Date: [Flight Date]
- Amount Charged: [Amount]

I kindly urge you to process my refund at the earliest and confirm the status of my case. I appreciate your prompt attention to this matter and look forward to a swift resolution.

Thank you for your cooperation.

Sincerely,

[Your Name]