

Claim for Overbooking Inconvenience

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your Email: [Insert Your Email]

Your Phone Number: [Insert Your Phone Number]

To Whom It May Concern,

I am writing to formally file a claim regarding the inconvenience I experienced due to overbooking on [Insert Date of Travel] for my booking reference number [Insert Booking Reference].

Upon arrival at [Insert Location] to check in for my flight/hotel, I was informed that my reservation was not available due to overbooking. This situation caused significant disruption to my travel plans, resulting in [briefly describe the impact, e.g., missed connections, additional expenses, etc.].

As a loyal customer, I believe I deserve compensation for the inconvenience and additional costs incurred as a result of this overbooking. I kindly ask you to consider my claim and provide compensation of [Insert Desired Compensation].

I have attached all relevant documents including my booking confirmation, receipts, and any other necessary information for your review.

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

Sincerely,

[Insert Your Name]