

Request for Reimbursement Due to Overbooking

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

To,
[Hotel/Airline Name]
[Hotel/Airline Address]
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request reimbursement due to an unfortunate overbooking situation that I encountered during my recent stay/travel with [Hotel/Airline Name] on [Date of Incident]. My reservation number is [Reservation Number].

Upon arrival, I was informed that there was no available accommodation/seating for me despite having a confirmed booking. As a result, I faced [briefly describe the inconvenience, e.g., additional expenses, stress, etc.].

I have attached copies of relevant documents including my reservation confirmation and any receipts for expenses incurred as a result of this situation.

I appreciate your prompt attention to this matter and look forward to a swift resolution. Please let me know if you require any additional information.

Thank you for your understanding.

Sincerely,
[Your Name]