

# Formal Complaint Regarding Flight Delays

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

Customer Service Department  
[Airline Company Name]  
[Airline Address]  
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally lodge a complaint regarding the significant delays experienced during my recent travel with [Airline Company Name]. My flight, [Flight Number], was scheduled to depart on [Date] from [Departure City] to [Arrival City] at [Scheduled Time]. Unfortunately, the flight was delayed for [Duration of Delay], causing considerable inconvenience.

This delay resulted in missed connections and additional expenses, including [mention any expenses incurred]. I had expected a higher standard of service from [Airline Company Name], and this experience has fallen short of those expectations.

I kindly request a written explanation regarding the cause of the delay and any compensation that may be available for the inconvenience caused. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]