

Formal Complaint Regarding Missed Connections

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Travel Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Travel Agency Manager's Name],

I am writing to formally express my dissatisfaction regarding the handling of my recent travel arrangements. On [date of travel], I experienced significant issues with missed connections that caused considerable inconvenience and additional expenses.

Despite following the provided itinerary, I missed my connecting flight due to [briefly explain the reason, e.g., delayed initial flight, lack of proper timing]. As a result, I was forced to cover costs for [detail any additional expenses incurred, such as accommodation, meals, or rebooking fees].

I chose your agency for its reputation and expertise in travel planning, and I am disappointed that my experience did not reflect this. I would appreciate it if you could review my case, address the shortcomings of the itinerary planning, and consider compensating me for the unexpected costs I incurred.

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

Sincerely,

[Your Name]