

Formal Complaint Regarding Safety Concerns

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Travel Agency Name]

[Travel Agency Address]

[City, State, Zip Code]

Dear [Travel Agency Manager's Name],

I am writing to formally express my concerns regarding the safety conditions experienced during my recent trip booked through your agency from [Start Date] to [End Date], reference number [Booking Reference Number].

Despite my expectations for a safe and enjoyable trip, I encountered several alarming safety issues which made my experience distressing. Specifically, [Briefly describe the safety concerns, e.g., unsatisfactory transportation, inadequate accommodation safety measures, etc.].

Given the nature of these concerns, I believe it is imperative to address the issues at hand to ensure better service and safety for future travelers. I trust that your agency will take this complaint seriously and provide a response outlining how these matters will be resolved or improved in the future.

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

Sincerely,

[Your Name]