

# Formal Complaint Regarding Unfulfilled Itinerary

From,

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

To,

Travel Agency Name  
Travel Agency Address  
City, State, Zip Code

Dear [Travel Agency Manager's Name],

I am writing to formally lodge a complaint regarding my recent experience with your agency, specifically regarding the unfulfilled itinerary for my trip scheduled from [Start Date] to [End Date]. My booking reference number is [Booking Reference].

Despite having confirmed the details of my itinerary, including [List Specific Details or Services], I was disappointed to find that these services were not delivered as promised. This has caused significant inconvenience and distress, undermining the quality of my travel experience.

I kindly request a prompt resolution to this matter, including a full explanation of the circumstances that led to the unfulfilled itinerary and an appropriate compensation for the inconvenience caused.

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

Sincerely,

Your Signature (if sending a hard copy)  
Your Printed Name