

Travel Booking Error Complaint Letter

This package contains:

1. Instructions & Checklist for Travel Booking Error Complaint Letter
2. Travel Booking Error Complaint Letter

Instructions & Checklist for Travel Booking Error Complaint Letter

- This package contains (1) Instructions & Checklist for Travel Booking Error Complaint Letter; and (2) Travel Booking Error Complaint Letter;
- This form is designed to assist you in drafting a complaint letter to a travel agency for a travel booking error and requesting compensation for the losses.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- Sometimes these sample letters includes additional instructions and example wording which is indicated by being italicized and in brackets and looks like [*this is the sample text*]. This text in brackets need to be reworded and tailored for your particular situation and the example wording needs to be deleted.
- Since it is impossible to create sample letters that suit every particular situation, we tried to make these samples more universal. Feel free to change wording and to add or delete text to tailor it to your particular circumstances.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing about a recent extremely frustrating and costly experience I had as a result of bad travel arrangements made by your agency. I feel that because of these problems I should be compensated.

On [DATE] I booked a trip from [DEPARTURE CITY] to [ARRIVAL CITY] through your agency. We were to depart on [DATE]. After arriving at the airport, well in advance of the flight, we were informed by a representative of the airline that our reservations were not confirmed and that our flight was overbooked. As a result, we were unable to fly out that day.

Naturally, we were charged for the first night we missed at the hotel in [ARRIVAL CITY] and we also had to pay for a hotel near the airport while waiting for our flight the following day. In total, this frustrating experience cost us \$[DOLLAR AMOUNT] out of pocket, not to mention the irreplaceable value of missing a part of our trip in addition to being aggravated and upset by this entire experience.

We believe that your agency should compensate us \$[DOLLAR AMOUNT] based on the following:

- Fee for missed night at hotel in [CITY]: \$[DOLLAR AMOUNT]
- Fee for night at hotel near airport waiting for next flight: \$[DOLLAR AMOUNT]
- *[Add any other out of pocket expenses you had as a result of this problem]*

I have enclosed a copy of the various receipts for your convenience.

I look forward to hearing from you within 10 days about the resolution of this matter.

Sincerely,

[Your Name]

Enclosures