

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

Customer Service

[Airline Name]  
[Airline Address]  
[City, State, Zip Code]

Subject: Documentation of Airline Reservation Discrepancies

Dear Customer Service,

I am writing to formally document a discrepancy related to my recent airline reservation with [Airline Name], which I booked on [Booking Date] under the confirmation number [Confirmation Number].

Details of the reservation:

- Passenger Name: [Your Name]
- Flight Number: [Flight Number]
- Departure Date: [Departure Date]
- Departure City: [Departure City]
- Destination City: [Destination City]

The specific issue I encountered is as follows:

[Describe the discrepancy in detail, e.g., incorrect flight time, seating issue, fare discrepancy, etc. Be as detailed as possible.]

I have attached relevant documentation, including my booking confirmation and any other supporting materials. I kindly request your assistance in resolving this matter promptly.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachment: Booking Confirmation, etc.]