

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

Customer Service Department

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

Dear Customer Service Team,

Subject: Complaint Regarding Airline Reservation Issues

I am writing to formally express my dissatisfaction with my recent experience with [Airline Name] concerning my reservation with confirmation number [Confirmation Number], made on [Reservation Date]. [Briefly explain the issue, e.g., incorrect booking details, canceled flight without notice, lost luggage, etc.]

Despite my efforts to resolve this matter through your customer service channels on [dates contacted], I have not received a satisfactory response.

I expect to have this issue resolved promptly, and I would appreciate a confirmation of the steps you will take to rectify this situation. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]