

[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 Resolution for Flight [Flight Number] on [Date]

I am writing to formally address an issue I experienced during my recent travel with [Airline Name] on [date] from JFK Airport to [Destination]. Unfortunately, my experience did not meet the standards I have come to expect from your airline.

[Briefly explain the issue you encountered, such as flight delays, lost luggage, poor service, etc. Include relevant details like flight number, times, and any other pertinent information.]

Despite reaching out to your staff at the airport for assistance, I found the resolution to be unsatisfactory. [Explain your interaction with the staff, if applicable, and why it was not handled appropriately.]

As a loyal customer, I value the quality of service provided by [Airline Name], and I hope my concerns can be addressed. I would appreciate your prompt response regarding this matter. Furthermore, I would like to discuss possible compensation for the inconvenience I faced.

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

Sincerely,

[Your Name]
[Frequent Flyer Number, if applicable]