

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

YHA Customer Service

[Address of YHA]
[City, State, Zip Code]

Dear YHA Customer Service,

Subject: Complaint Submission - [Brief Description of Issue]

I am writing to formally express my concerns regarding [specific issue or incident] that occurred on [date] during my stay at [location/hostel name].

[Describe the issue in detail, including any relevant facts or incidents. Mention any prior communication regarding this issue, if applicable.]

I believe my concerns are valid because [explain why the issue is important and any personal impact it has had].

I appreciate your attention to this matter, and I look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Membership Number, if applicable]