

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

Customer Service Department
Vancouver International Airport (YVR)
3211 Grant McConachie Way
Richmond, BC V7B 1Y7
Canada

Dear YVR Customer Service,
Subject: Complaint Resolution Request

I am writing to formally address an issue I encountered during my recent visit to Vancouver International Airport on [specific date].

[Briefly describe the situation, including any relevant details such as flight number, time, and the nature of the complaint.]

Despite my attempts to resolve this matter on-site, I was unable to find a satisfactory solution. This experience has left me feeling disappointed, and I am seeking your assistance in addressing this issue. I kindly request that you investigate this matter and provide a resolution. I believe it is important for YVR to maintain high standards of customer service, and I hope my feedback can contribute to that goal. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]