

AIRLINE COMPLIANT LETTER

From

John Doe

123 Main Street

New York City

USA 12345

To

Customer Service

Lorem Airlines

456 Main Street

New York City

USA 12345

Dear Sir/Madam

I am writing to you in connection with the flight which I was booked onto on 12th September 2018.

My luggage which was checked in at ipsum airport, never arrived at lorem airport. I have traveled with lorem Airlines several times in the past five years. Normally, I am very happy with the service. This has been very upsetting for me, and I want to send you a letter to give you the opportunity to respond.

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I am kindly asking that you please compensate me for the delay. I have enclosed a self-address stamped envelopment for your convenience and let me know if you require any related query.

Yours Sincerely,

John Doe