

This paragraph provides a clear and concise **airline ticket complaint letter with full refund request sample**, demonstrating how to effectively communicate dissatisfaction regarding flight issues such as cancellations, delays, or service shortcomings. The letter outlines the incident, emphasizes the inconvenience caused, requests a full refund amicably, and includes relevant booking details to facilitate prompt resolution by the airline's customer service team.

Sample Airline Ticket Complaint Letter Requesting Full Refund

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

Customer Relations Department

[Airline Name]
[Airline Address or Email]

Subject: Request for Full Refund – Flight Cancellation (Booking Reference: [Booking Number])

Dear Sir or Madam,

I am writing to formally express my dissatisfaction with the recent experience I had with your airline regarding my booking (reference number: [Booking Number]), scheduled for [original flight date] from [departure city] to [destination]. Unfortunately, my flight was [canceled/significantly delayed/impacted by poor service] without adequate notice or assistance.

This incident caused considerable inconvenience, including [missed connections, additional expenses, important appointments, etc.]. Despite my attempts to seek timely support from your staff, I was not provided with a satisfactory alternative or compensation.

Under these circumstances, I kindly request a full refund of the total fare paid for my ticket, as per your company's refund policy and regulations. My booking and payment details are as follows:

- Passenger Name: [Your Name]
- Booking Reference: [Booking Number]
- Flight Number: [Flight Number]
- Date of Travel: [Original Flight Date]
- Amount Paid: [Amount]

Please process my refund at the earliest convenience. I look forward to your written confirmation and the prompt resolution of this issue.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]