Resie Ehsnak  
324 H-10 sector, Brooklyn  
New York, USA

20th December 20XX

The Senior Manager  
Skied Airlines, New York, USA

Re. The complaint about an overbooked flight

 Dear Sir,

It is to inform you that I reserved seat number A34 in your airline on 13th December 20XX to fly from New York to California on 18th December 20XX through Flight no 3320. I received all of my booking details through text messages and emails. I was informed to arrive before two hours of flight time due to the rush of the holiday season.

When I reached the airport on the exact reporting time, I was told that my seat was already reserved. Through inquiring further, I came to know that my seat was overbooked. I tried a lot to get another seat on the flight, but I was not heard. I also reported this event to the complaint section on the airport, but it did not do any good.

As a result of that mistaken reservation by your team, I bore huge loss as I was to fly to California for an important meeting related to my business, and not attending the meeting resulted in a tremendous loss on my end. It not only did cost me monetarily due to business but also affected the reputation of my company as not attending such an important conference-cum-meeting was considered high unprofessional

Now, I demand you to compensate for the loss due to the trouble created by the mismanagement of your airline company. I claim you two high-class seats being reserved in your airline from Brooklyn to London along with a payment of $500 as compensation. I am waiting for your response which should not exceed the limit of ten days otherwise I would be compelled to take legal action against your airline and the trouble fell on me due to this.

Thank you

Sincerely

(Signature)