

## Overbooked Flight Complaint Letter

**This package contains:**

1. Instructions & Checklist for Overbooked Flight Complaint Letter
2. Overbooked Flight Complaint Letter

## Instructions & Checklist for Overbooked Flight Complaint Letter

- This package contains (1) Instructions & Checklist for Overbooked Flight Complaint Letter; and (2) Overbooked Flight Complaint Letter;
- This form is designed to assist you in drafting a complaint letter to an airline for an overbooked flight and in requesting compensation from the airline.
- The amount of compensation can naturally be changed if you feel that you are entitled to more or less than what is used in the sample letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- Sometimes these sample letters includes additional instructions and example wording which is indicated by being italicized and in brackets and looks like [*this is the sample text*]. This text in brackets need to be reworded and tailored for your particular situation and the example wording needs to be deleted.
- Since it is impossible to create sample letters that suit every particular situation, we tried to make these samples more universal. Feel free to change wording and to add or delete text to tailor it to your particular circumstances.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

May 19, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing to seek your assistance about a recent extremely frustrating experience I had with your airline.

On [DATE] I was scheduled to fly on [NAME OF AIRLINE] flight number [FLIGHT NUMBER] from [DEPARTURE CITY] to [ARRIVAL CITY].

After arriving at the airport, well in advance of the flight, I was informed by your agent that your flight was double booked and that I was unable to fly out on that flight.

As a result [*Here write what happened as a result of not being able to fly out on that flight i.e. "I missed an meeting with an important client"; or "I missed a connecting flight"; or "I lost a day of my planned vacation".*]

I feel that because of this distressing experience I am entitled to compensation, especially since you had a contractual obligation to reserve and hold my seat as well as to take me to my destination on the specified date and time. I would like to request two first class round-trip domestic tickets to any domestic destination, as well as the sum of \$500 as compensation.

I look forward to hearing from you within 10 days about the resolution of this matter. If I don't hear from you or if this matter is not resolved, I will report you to any appropriate agency and will consider taking further legal action.

Sincerely,

[Your Name]