

52 Green Lane  
Winchester  
SO23 9FR

16th November

Dear Sir / Madam,

I am writing to complain about the holiday your agency arranged for me and my family.

Because you spelt our name 'Brawn' instead of 'Brown' on the booking form, the hotel took two and a half hours to check us in. As a result of this, the hotel gave our room to someone else. Moreover, the room we got was much smaller. Therefore, our youngest child had to sleep in our bed. Consequently, no one got much sleep.

For these reasons, we would like a refund on the money we paid for our 'once in a lifetime' holiday. Furthermore, we would like a letter of apology from your agency for making our holiday so miserable.

Yours faithfully,

# Sample Essay Formal Letter

**Joe Giampalmi**



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