

Dispute Resolution for Unexpected Charges

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

Hotel Name: [Hotel Name]

Hotel Address: [Hotel Address]

City, State, Zip Code: [Hotel City, State, Zip Code]

Dear [Hotel Manager's Name],

I am writing to formally dispute unexpected charges that were added to my recent hotel booking at [Hotel Name] from [Check-in Date] to [Check-out Date]. My reservation confirmation number is [Confirmation Number].

Upon reviewing my bill, I noticed the following unexpected charges:

- [Description of Charge 1] - Amount: \$[Amount]
- [Description of Charge 2] - Amount: \$[Amount]

These charges were not disclosed during my booking process, and I believe they are in error. I kindly ask for a review of my account and a prompt resolution.

I appreciate your immediate attention to this matter and look forward to your response by [Response Deadline, e.g., one week from the date of this letter].

Thank you for your cooperation.

Sincerely,

[Your Name]