

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, ZIP Code]

Dear [Hotel Manager's Name],

I am writing to express my disappointment regarding my recent stay at [Hotel Name] from [Check-in Date] to [Check-out Date]. I had high expectations based on the reviews and reputation of your establishment; however, my experience fell short due to several service failures.

Firstly, [describe the first issue, e.g., the cleanliness of the room was unsatisfactory]. Secondly, [describe the second issue, e.g., the staff was unresponsive to our requests]. Lastly, [mention any additional issues, e.g., the amenities promised were not available].

Such service is not what I anticipated from [Hotel Name], and I believe that it does not uphold the standards of quality that you advertise. I would appreciate your attention to these matters and would like to know how you plan to address my concerns.

Thank you for your time, and I look forward to your prompt response.

Sincerely,

[Your Name]