

# Letter Regarding Vacation Package Discrepancy

Date: [Insert Date]

To:

[Travel Agency/Hotel Name]

[Address]

[City, State, ZIP]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a discrepancy I encountered regarding my recent vacation package purchased through your agency.

Reservation Details:

- Reservation Number: [Insert Reservation Number]
- Check-in Date: [Insert Check-in Date]
- Check-out Date: [Insert Check-out Date]

Upon arrival at [Insert Accommodation Name], I was disappointed to find that the accommodations did not match the descriptions provided at the time of booking. Specifically, [briefly describe the discrepancies, e.g., "the room was not as spacious as indicated" or "the amenities promised were not available"].

I would appreciate your assistance in resolving this matter as soon as possible. I look forward to your prompt response to discuss how we can rectify this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, ZIP]

[Your Email Address]

[Your Phone Number]