

Complaint Letter Regarding Inadequate Amenities

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company/Hotel/Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the inadequate amenities provided during my recent stay at [Facility Name] from [Start Date] to [End Date].

Despite my expectations, I found the following amenities to be lacking:

- [Specific Amenity #1 - description of the issue]
- [Specific Amenity #2 - description of the issue]
- [Specific Amenity #3 - description of the issue]

The absence of these amenities significantly impacted my experience and did not meet the standards advertised by your facility. I would appreciate your immediate attention to this matter.

I anticipate your prompt response regarding my complaint and any actions you may take to rectify the situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]