Letter of Dissatisfaction

[Your Contact Information]

Date: [Insert Date]
To: [Hotel Manager's Name]
[Hotel Name]
[Hotel Address]
Dear [Hotel Manager's Name],
I hope this message finds you well. I am writing to express my dissatisfaction regarding my recent stay at [Hotel Name] from [Check-in Date] to [Check-out Date]. Unfortunately, my experience did not meet the expectations I had based on your reputation.
Despite my anticipation for a pleasant stay, I encountered several issues that I feel need to be addressed:
 The cleanliness of my room was below standard. The air conditioning was not functioning properly. The service at the restaurant was slow and inattentive.
I believe that addressing these matters will greatly enhance the experience for future guests. I hope to receive a response regarding how you plan to rectify these issues.
Thank you for your attention to this matter.
Sincerely,
[Your Name]