

# Complaint Regarding Service Quality

Date: [Insert Date]

To,

Manager,

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my disappointment regarding the quality of service I experienced during my recent stay at [Hotel Name] from [Check-in Date] to [Check-out Date].

Upon my arrival, I encountered several issues that I believe need attention. Firstly, [describe specific issue, e.g., the check-in process was excessively lengthy and disorganized]. Furthermore, [mention any additional issues, e.g., the staff was unresponsive to requests, the room was not properly cleaned, etc.].

These experiences did not meet the expectations set by your hotel's reputation and my previous experiences with your establishment. I trust that you value your guests' feedback and will take the necessary steps to improve service quality.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]