

## **Subject: Billing Discrepancy - [Reservation Number]**

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Hotel Name]  
[Hotel Address]  
[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to address a billing discrepancy related to my recent stay at [Hotel Name] from [Check-in Date] to [Check-out Date]. I was charged [Total Amount Charged], but upon reviewing my bill, I noticed discrepancies that I would like to bring to your attention.

Specifically, I found that the charges for [list specific charges that are incorrect, e.g., room rate, additional services] do not match the agreed-upon rates during my reservation. The details are as follows:

- Charge 1: [Description and Amount]
- Charge 2: [Description and Amount]
- Charge 3: [Description and Amount]

I kindly request a review of my bill and an explanation for these discrepancies. If there was an error, I would appreciate the necessary adjustments to be made to my bill.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]