

# Letter of Concern Regarding Timeshare Booking Errors

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my concerns regarding multiple errors encountered with my recent timeshare booking for [insert property name and dates]. Despite confirming my reservation on [insert confirmation date], I have experienced several discrepancies that require urgent attention.

Specifically, I have noticed the following issues:

- [Issue 1: Describe the error]
- [Issue 2: Describe the error]
- [Issue 3: Describe the error]

These errors have caused significant inconvenience, and I would appreciate your prompt assistance in rectifying the situation. I request a thorough investigation into these issues, as well as a confirmation of my booking status.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]