

# Complaint Letter to Hotel Management

Date: [Insert Date]

To,

The Manager,

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I am writing to formally express my dissatisfaction with my recent stay at [Hotel Name] from [Check-in Date] to [Check-out Date]. Despite my expectations for a pleasant experience, I encountered several issues that I believe need to be addressed.

Firstly, [describe the first issue, e.g., "the room was not clean upon arrival and there were maintenance problems that were not resolved promptly."].

Additionally, [describe the second issue, e.g., "the staff were unhelpful and did not respond to my requests in a timely manner."].

Finally, [describe any other issues, e.g., "the amenities advertised were not available, which was very disappointing."].

I believe that as a valued customer, I deserve a level of service and accommodation that aligns with the reputation of [Hotel Name]. I kindly ask for your attention to these matters and hope for a satisfactory resolution, whether it be a refund, compensation or assurance of improved service in the future.

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 Email]

[Your Phone Number]