

# Subject: Formal Notification of Disappointment at [Hotel Name]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Manager

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally express my disappointment regarding my recent stay at [Hotel Name] from [Check-in Date] to [Check-out Date]. My experience did not meet the expectations I had based on your advertised standards and previous reviews.

During my stay, I encountered several issues, including [briefly list specific issues, e.g., cleanliness, noise, amenities not working, etc.]. Despite my attempts to resolve these problems with your staff, the situation did not improve, leading to a less than satisfactory experience.

I believe it is essential for you to address these concerns to improve the quality of service for future guests. I would appreciate a prompt acknowledgement of this letter and any steps you plan to take to ensure that these issues are remedied.

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

Sincerely,

[Your Name]