

# Grievance Letter Concerning Hotel Service

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip: [City, State, Zip]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

Manager's Name: [Manager's Name]

Hotel Name: [Hotel Name]

Hotel Address: [Hotel Address]

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the service I received during my recent stay at [Hotel Name] from [Check-in Date] to [Check-out Date].

During my stay, I encountered several issues that made my experience unsatisfactory. Specifically:

- [Issue 1 - description of the problem]
- [Issue 2 - description of the problem]
- [Issue 3 - description of the problem]

As a loyal customer, I expected a higher standard of service and amenities. The situation has been quite disappointing, and I believe it deserves your attention.

I hope to hear back from you regarding my concerns and the steps that can be taken to address these issues.

Thank you for your attention to this matter.

Sincerely,

[Your Name]