

Inquiry Regarding Hotel Billing Discrepancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 inquire about some discrepancies I noticed in my recent billing statement following my stay at [Hotel Name] from [Check-in Date] to [Check-out Date].

Upon reviewing the charges, I found the following issues:

1. [Describe discrepancy #1]
2. [Describe discrepancy #2]
3. [Describe discrepancy #3]

I would appreciate it if you could provide clarification on these charges at your earliest convenience. If necessary, I am happy to provide additional information or documentation regarding my stay.

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

Sincerely,

[Your Name]