

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Hotel Name  
Hotel Address  
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I recently had the pleasure of staying at [Hotel Name] from [check-in date] to [check-out date]. While my overall experience was enjoyable, I encountered some issues regarding the amenities provided.

Specifically, [describe the issues with the amenities, such as lack of cleanliness, malfunctioning equipment, unavailability of services, etc.]. These issues detracted from my experience and did not meet the standards I had anticipated based on the hotel's reputation.

I would like to request a resolution for these matters, whether it be through compensation, an assurance of improved services, or any other appropriate response. I am hopeful that my concerns will be addressed promptly, as I would like to continue recommending your hotel to others.

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

Sincerely,  
[Your Name]