

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

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

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with my recent stay at [Hotel's Name], from [Check-in Date] to [Check-out Date]. Unfortunately, the conditions of my room were unacceptably filthy, which significantly impacted my experience.

Upon checking into room [Room Number], I found the following issues:

- Dirty linens and towels
- Unpleasant odor throughout the room
- Bathroom not properly cleaned, with stains and residue present
- Dust and debris on surfaces

Despite bringing these matters to the attention of your staff, the issues remained unresolved during my stay. As a paying guest, I expected a clean and welcoming environment, which was not delivered.

Therefore, I kindly request a formal response addressing my concerns and appropriate compensation for the distress caused during my stay. I hope for a swift resolution so that future guests do not encounter similar issues.

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

Sincerely,
[Your Name]