

# Subject: Request for Clarification on Unexpected Hotel Charges

Date: [Insert Date]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to bring to your attention some unexpected charges that appeared on my recent hotel bill for my stay from [Check-in Date] to [Check-out Date] under the reservation name [Your Name] and confirmation number [Confirmation Number].

Upon reviewing the statement, I noticed several charges that were not previously disclosed during my booking process or upon check-in:

- [Description of Charge 1]
- [Description of Charge 2]
- [Description of Charge 3]

Could you please provide clarification regarding these charges? I would appreciate any documentation or details that can help me understand the reason for their addition to my bill.

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

Best regards,

[Your Full Name]

[Your Contact Information]

[Your Address]