

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to follow up on the billing issues I experienced during my recent stay at [Hotel Name] from [Check-in Date] to [Check-out Date].

As previously discussed, there appeared to be discrepancies in the charges on my final bill, including [briefly list the specific issues, e.g., extra charges for amenities not used, incorrect room rate]. I would appreciate it if you could provide clarification on these matters.

If necessary, I am more than willing to provide any additional information you need to resolve this issue promptly. I value the service I received during my stay and hope we can rectify this billing matter quickly.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Reservation Number]