

Request for Billing Clarification

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 request clarification regarding the billing statement for my recent stay at [Hotel Name] from [Check-in Date] to [Check-out Date]. My reservation number is [Reservation Number].

While reviewing the bill, I noticed the following charges that I would like to have clarified:

- [Charge 1: Description and Amount]
- [Charge 2: Description and Amount]
- [Charge 3: Description and Amount]

I would appreciate your assistance in providing detailed information about these charges, as I want to ensure that everything is accurate.

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

Sincerely,

[Your Name]