

# Hotel Billing Statement Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to inquire about the billing statement for my recent stay at [Hotel Name] from [Check-in Date] to [Check-out Date]. My reservation number is [Reservation Number].

There appears to be some discrepancies regarding the charges listed on my statement. I would appreciate it if you could provide me with a detailed breakdown of the charges incurred during my stay for clarification.

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

Sincerely,

[Your Name]