

Dispute of Hotel Charges

Date: [Insert Date]

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 formally dispute certain charges that appeared on my invoice regarding my recent stay at your hotel from [Check-in Date] to [Check-out Date].

Upon reviewing my bill, I noticed the following discrepancies:

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

These charges do not correspond with the services I received or were not discussed at the time of booking. I kindly request a detailed explanation of these charges and your assistance in resolving this matter.

I appreciate your prompt attention to this issue and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]