

# Inquiry Regarding Additional Hotel Charges

Dear [Hotel Manager's Name],

I hope this message finds you well. My name is [Your Name], and I recently stayed at [Hotel Name] from [Check-in Date] to [Check-out Date]. I am writing to inquire about some additional charges that appeared on my bill.

The charges in question are as follows:

- [Description of Charge 1] - \$[Amount]
- [Description of Charge 2] - \$[Amount]
- [Description of Charge 3] - \$[Amount]

I would appreciate it if you could provide clarification on these charges and any pertinent details regarding their application. I believe there may be some discrepancies and would like to resolve this matter swiftly.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]