

Request for Correction of Hotel Billing Errors

Date: [Insert Date]

To,

Manager,
[Hotel Name]
[Hotel Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to bring to your attention an error I noticed on my recent bill from my stay at [Hotel Name] from [Check-in Date] to [Check-out Date].

Upon reviewing my bill, I observed the following discrepancies:

- [Detail of error #1]
- [Detail of error #2]
- [Detail of error #3]

I kindly request that you investigate these discrepancies and issue a corrected bill at your earliest convenience. I have attached copies of my receipt and any other relevant documentation for your reference.

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

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]