

Request for Detailed Hotel Bill Breakdown

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 recently stayed at your hotel from [Check-in Date] to [Check-out Date] and would like to kindly request a detailed breakdown of my bill.

Understanding the specifics of the charges will assist me in reviewing the expenses for my records. Please include details such as room charges, taxes, additional fees, and any incidentals incurred during my stay.

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

Sincerely,

[Your Name]