

# Sample Letter for Complaint about Faulty Air Conditioning in Hotel

[Your Name]  
[Your Address or Room Number]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear Sir/Madam,

I am writing to express my concern regarding the faulty air conditioning in my room during my recent stay at your hotel from [check-in date] to [check-out date]. Despite my expectation for comfortable accommodations, the air conditioning unit in my room (Room Number: [X]) was not functioning properly.

Due to the high temperature, the lack of effective air conditioning made my stay extremely uncomfortable, especially at night. I reported the issue to the front desk on [date(s) of complaint], but unfortunately, the problem was not resolved during my stay.

This inconvenience significantly affected my experience, disrupted my rest, and did not meet the standard of comfort promised by your hotel. I respectfully request that you look into this issue, arrange for the necessary repairs, and consider a suitable compensation or discount for the discomfort and inconvenience faced.

I look forward to your prompt response and a resolution to this matter.

Sincerely,  
[Your Name]