

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

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

Subject: Adjustment Letter for Hotel Overcharge – Immediate Refund Request

Dear [Hotel Manager's Name],

I am writing to formally bring to your attention a discrepancy I noticed on my recent hotel bill (Invoice No.: [Invoice Number]), associated with my stay from [Check-in Date] to [Check-out Date] at [Hotel Name]. Upon reviewing my statement, I discovered an overcharge of **\$(Overcharged Amount)**, specifically regarding the following item(s):

- [Description of Overcharged Item #1]: \$(Incorrect Amount) (should be \$(Correct Amount))
- [Description of Overcharged Item #2, if any]: \$(Incorrect Amount) (should be \$(Correct Amount))

This amount was incorrectly billed and does not reflect the agreed-upon rates or services rendered. I have attached relevant documentation, including a copy of my invoice and reservation confirmation, for your reference.

I kindly request that you review this matter at your earliest convenience and arrange for an immediate refund of the overcharged amount as soon as possible. Please confirm the initiation of the refund process and advise when I should expect the credit to appear in my account.

I trust that [Hotel Name] values customer satisfaction and will resolve this billing error promptly. Should you require further information or clarification, feel free to contact me at the phone number or email provided above.

Thank you for your prompt attention to this matter. I look forward to your timely response and the correction of this error.

Sincerely,  
[Your Name]