

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

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

Subject: Immediate Action Complaint â€“ Unsatisfactory Hotel Accommodations

Dear [Manager's Name],

This letter serves as an **immediate action complaint** regarding the unsatisfactory accommodations that I experienced during my recent stay at your hotel from [Check-In Date] to [Check-Out Date]. Despite previous assurances and my expectations based on your website and conversations during booking, the room allocated to me did not meet even basic standards of cleanliness, comfort, and service quality.

The primary issues encountered included:

- Malfunctioning air conditioning, resulting in an uncomfortable and restless stay.
- Unclean linens and poorly maintained room facilities.
- Inadequate customer support, with slow or ineffective responses to my concerns.

These unresolved problems significantly affected the overall quality of my visit, causing great inconvenience and disappointment. As a guest who values comfort and service, I find this experience to be below the standard one should expect from an establishment of your reputation.

I therefore request an urgent investigation into these matters and expect prompt action to resolve my complaints. Additionally, I request appropriate compensation for the inconveniences and discomfort endured. I trust that you will take the necessary steps to address these issues and restore my confidence in your hotel's commitment to guest satisfaction.

Please contact me at your earliest convenience at [Your Phone Number] or [Your Email Address] to discuss how you intend to resolve these matters. I look forward to your prompt response.

Sincerely,
[Your Name]