

Sample Complaint Letter: Incorrect Hotel Room Charges

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

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

Subject: Complaint Regarding Incorrect Hotel Room Charges

Dear [Hotel Manager's Name],

I am writing to formally bring to your attention an error in the billing for my recent stay at your hotel. My reservation number was **[Reservation Number]**, and my stay was from **[Check-in Date]** to **[Check-out Date]**.

Upon reviewing my final bill, I noticed the following discrepancies:

- Room rate charged: **[\$ Amount]** per night, whereas my booking confirmation stated **[\$ Correct Amount]** per night.
- Additional charges applied for services I did not use, including **[List Incorrect Charges]**.

I have attached copies of my reservation confirmation and the final invoice for your reference.

I kindly request an immediate review of my invoice and an adjustment to reflect the correct charges. I am disappointed with this billing error and expect prompt action to resolve this matter to my satisfaction.

Please confirm receipt of this letter and update me on the actions being taken at your earliest convenience. I look forward to a swift resolution and to having my confidence restored in your establishment.

Thank you for your attention to this matter.

Sincerely,
[Your Name]