

Certainly!

---

Good [Morning/Afternoon/Evening],

Ladies and gentlemen,

I am [Your Name] and I would like to address an issue I encountered during my recent stay at [Hotel Name].

Upon reviewing my billing statement, I noticed several discrepancies that I believe need attention. Firstly, [mention any unauthorized or incorrect charges], which were not part of the services I used during my stay.

Additionally, [mention any charges related to services that were not provided] that appear on my bill.

I have reached out to the hotel's billing department, but the issue remains unresolved. Therefore, I am here today to seek assistance in rectifying these discrepancies promptly.

I appreciate your attention to this matter and am looking forward to a quick resolution. Thank you for your time and understanding.

Sincerely,

[Your Name]

---