

Subject: Unsatisfactory Experience at [Hotel Name]

Dear [Manager's Name],

I hope this message finds you well. I recently stayed at [Hotel Name] from [check-in date] to [check-out date] and, unfortunately, my

experience did not meet expectations due to several service issues.

Firstly, [describe first issue, e.g., the room was not cleaned properly upon arrival]. Additionally, [describe second issue, e.g., the staff was unresponsive to requests for assistance].

I believe these matters detracted significantly from what should have been a pleasant stay. I hope you will address these concerns to improve services for future guests.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Contact Information]