

Complaint Letter about an Unpleasant Room

This package contains:

1. Instructions & Checklist for Writing a Complaint Letter about an Unpleasant Room
2. Complaint Letter about an Unpleasant Room

Instructions & Checklist for Complaint Letter about an Unpleasant Room

- This package contains: (1) Instructions & Checklist for Complaint Letter about an Unpleasant Room; and (2) Complaint Letter about an Unpleasant Room

- This form is designed to assist you in drafting a letter to a hotel about your dissatisfaction with the room you stayed in at their hotel recently.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

August 26, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing to let you know about how my family's long-planned weekend getaway in [Name of City] was ruined because of the very unpleasant room we stayed in at [Name and Specific Location of Hotel] on [Dates of Stay].

[Here describe what was wrong, i.e. *As soon as we were shown our room on the first evening, we realized it would be too noisy, since it was right next to the elevator, with people coming and going non-stop. We asked for a change of room and were told the hotel was full and it could not be arranged. So our children didn't get much sleep that night. The next day, after morning activities outside the hotel, we returned to allow the kids time for a much-needed nap. That's when we learned the reason the hotel was full: there was a wedding party that started at noon, and went on until evening. But not in a banquet hall away from the rooms, as one might expect. Rather, the wedding took place in the lovely, large garden patio directly under our window. Needless to say, nobody got any nap.*]

We had never visited [Name of City] before, and although [Name of Hotel chain] has several locations in the city, we chose that particular one because it was described on your website as being the perfect getaway, quiet, being outside the central city with a family-friendly atmosphere and an outdoor patio with a view of the river.

We were so looking forward to this brief vacation with our children, and it was wrecked.

Cordially,

[Your Name]

Enclosures