**Hotel Booking Receipt
Template Example**

Hotel Refund Invoice

**Starlight Resort Hotel**

|  |  |
| --- | --- |
| **Hotel Name** | Starlight Resort Hotel |
| **Address Line 1** | 123 Oceanview Drive |
| **Address Line 2** | City, State, ZIP |
| **Phone** | (555)-123-4567 |
| **Email** |  |
| **Website** |  |

Guest Information

|  |  |
| --- | --- |
| **Guest Name** | Hazel Christensen |
| **Contact Details** | Hazel.christensen@example.com |

Booking Details

|  |  |
| --- | --- |
| **Booking Reference Number** | 98765XYZ |
| **Booking Date** | 12/01/20XX |
| **Check-In Date** | 12/15/20XX |
| **Check-Out Date** | 12/20/20XX |
| **Room Type** | Deluxe Ocean View Suite |
| **Number of Guests** | 2 |

Payment Information

|  |  |
| --- | --- |
| **Deposit Amount Paid** | $300.00 |
| **Balance Due** | $1,200.00 |
| **Payment Method** | Credit Card |

Cancellation Policy

|  |
| --- |
| Cancellations made within 48 hours of check-in are subject to a one-night charge. |

Notes

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| For any inquiries or changes to your booking, please contact us at (555)-123-4567 or reservations@starlightresort.com. |

**Hotel Booking Receipt Template**

Hotel Refund Invoice

**Your Logo**

|  |  |
| --- | --- |
| **Hotel Name** |  |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **Phone** |  |
| **Email** |  |
| **Website** |  |

Guest Information

|  |  |
| --- | --- |
| **Guest Name** |  |
| **Contact Details** |  |

Booking Details

|  |  |
| --- | --- |
| **Booking Reference Number** |  |
| **Booking Date** |  |
| **Check-In Date** |  |
| **Check-Out Date** |  |
| **Room Type** |  |
| **Number of Guests** |  |

Payment Information

|  |  |
| --- | --- |
| **Deposit Amount Paid** | $0.00 |
| **Balance Due** | $0.00 |
| **Payment Method** | Credit Card, Cash, Bank Transfer, Other |

Cancellation Policy

|  |
| --- |
| Insert cancellation policy here, e.g., "Cancellations made within 48 hours of check-in are subject to a one-night charge.” |

Notes

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| --- |
| For any inquiries or changes to your booking, please contact us at [Phone Number] or [Email Address]. |

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