**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12292&utm_source=template-word&utm_medium=content&utm_campaign=Hotel+Email+Cancellation-word-12292&lpa=Hotel+Email+Cancellation+word+12292)Hotel Email Cancellation Template**

Hotel Cancellation Invoice

**Hotel Name**

Address Line 1

Address Line 2

Phone | Email | Website

Invoice Number: 0000

Date of Invoice: MM/DD/YY

Guest Name: Name

Reservation Number: 0000

Check-in Date: MM/DD/Y

Check-out Date: MM/DD/YY

**Cancellation Details**

|  |  |
| --- | --- |
| **Description** | **Amount** |
| Deposit Paid | $0.00 |
| Cancellation Fee | $0.00 |
| Refund Amount | $0.00 |

**Notes**

* The cancellation fee has been deducted from the deposit paid.
* If the deposit amount exceeds the cancellation fee, the remaining balance will be refunded.
* Please refer to our cancellation policy for full details regarding fees and refunds.
* If you have any questions, please contact us at [contact information].

**Authorized Signature**

Name

Position / Title

Date: MM/DD/YY

Your Company Logo

|  |
| --- |
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