**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12300&utm_source=template-word&utm_medium=content&utm_campaign=Hotel+Refund+Receipt+Template-word-12300&lpa=Hotel+Refund+Receipt+Template+word+12300)Hotel Refund Receipt Template**

|  |  |
| --- | --- |
| Hotel Name | **Company Logo** |
| Address |  |
| Phone |  |
| Email |  |
| Website |  |
| Guest Information |  |
| Name |  |
| Contact Details |  |
|  |  |
| Refund Details |  |
| Refund Receipt Number |  |
| Issuance Date |  |
| Original Receipt / Invoice Number |  |
| Refunded Items |  |
| Description of Services Refunded | Amount Refunded |
| Description of service / charge | $0.00 |
| Description of service / charge |  |
| Description of service / charge |  |
| Description of service / charge |  |
| **Total Refund Amount** | **$0.00** |
|  |  |
|  |  |
| Reason for Refund | Insert reason for refund, e.g., "Service cancellation," "Overcharge adjustment." |
| Refund Method | Cash, Credit Card, Bank Transfer, Other |
| Authorization |  |
| ***I, the undersigned, confirm that the above refund details are accurate and have been processed as indicated.*** | |
| Authorized By |  |
| Signature |  |
| Date | MM/DD/YY |
|  |  |
| Notes | For any questions or further assistance, please contact us at [phone number] or [email address]. |

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