**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]. |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |