Hotel Voucher Template Example
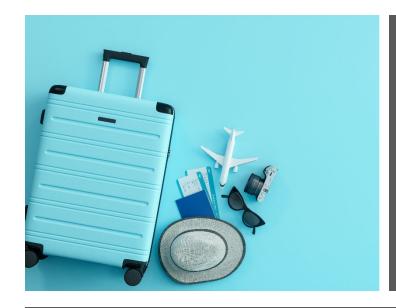
Hotel Sunshine Retreat

123 Beachside Avenue, Malibu, CA 90265
1-800-555-1234
Info @ sunshineretreat.com

Hotel Sunshine Retreat

Guest Details

Guest: Diana Kennedy
555-987-6543 | diana.kennedy@example.com
Booking Reference Number: HSR20XX1218

sunshine retreat dot com

Reservation Details

Check-In Date	December 22, 20XX
Check-Out Date	December 25, 20XX
Number of Nights	3
Room Type	Ocean View Suite
Number of Guests	2

Services Included

Meal Plan	Breakfast included
Amenities Access	Spa and fitness center
Additional Services	Complimentary airport shuttle

Payment Information

Total Amount Paid	$1,200.00
Payment Method	Credit card
Outstanding Balance	$0.00

Terms and Conditions

Cancellation Policy	Free cancellation up to 48 hours before check-in. Cancellations within 48 hours will incur a fee equivalent to one night's stay.
Voucher Validity	Valid from December 1, 20XX, to March 31, 20XX.
Non-Transferability Clause	This voucher is non-transferable and cannot be redeemed for cash.

Authorization

Authorized Signature	
Date of Issue	MM/DD/YY

Hotel Voucher Template

Guest Details

Reservation Details

Check-In Date	
Check-Out Date	
Number of Nights	
Room Type	
Number of Guests	

Services Included

Meal Plan	
Amenities Access	
Additional Services	

Payment Information

Total Amount Paid	
Payment Method	
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Cancellation Policy	
Voucher Validity	
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