

[HOTEL NAME]

[Address Line 1]

[Address Line 2]

[Contact Email/Phone]

REFUND INVOICE

Date: [Date]

Refund #: [Refund Number]

GUEST DETAILS

[Guest Name]

[Guest Address]

[Guest Phone]

RESERVATION DETAILS

Booking ID: [ID Number]

Check-in: [Date]

Check-out: [Date]

| DESCRIPTION | ORIGINAL AMOUNT |
|-------------|-----------------|
|-------------|-----------------|

| | |
|----------------------------|--------|
| Original Reservation Total | [0.00] |
|----------------------------|--------|

| | |
|------------------------|----------|
| Cancellation Fee ([%]) | - [0.00] |
|------------------------|----------|

DESCRIPTION**ORIGINAL AMOUNT**

Other Non-Refundable Charges

- [0.00]

Subtotal Refund: [0.00]

Tax Recovery: [0.00]

TOTAL REFUND: [Currency] [0.00]

Refund Method: [Method Name] | Transaction ID: [ID]

Processing may take 5-10 business days depending on your bank.