

# REFUND INVOICE

Reference No: [Ref-0000]

[Accommodation Name]  
[Street Address]  
[City, State, Zip]  
[Contact Email/Phone]

## GUEST INFORMATION

[Guest Name]  
[Guest Address]  
[Phone Number]

## TRANSACTION DETAILS

Original Invoice Date: [Date]  
Refund Issue Date: [Date]  
Reservation ID: [ID Number]  
Payment Method: [Method]

Description of Service	Dates	Amount
[Accommodation Type / Room Number]	[Check-in] to [Check-out]	[0.00]
[Additional Fees/Taxes]	-	[0.00]

Original Total: [0.00]  
Cancellation Fee: ([0.00])  
Total Refunded: [Currency] [0.00]

## REASON FOR REFUND

[Enter reason here]

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This is a formal record of a refund transaction. Please retain for your records.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_