

REFUND STATEMENT

[Company Name]
[Address Line 1]
[City, State, Zip]

Date: [Date]
Refund #: [RF-0000]
Original Invoice #: [INV-0000]

Guest Details:

[Guest Name]
[Guest Address]
[Phone/Email]

Stay Details:

Check-in: [Date]
Check-out: [Date]
Room/Booking: [ID]

Description of Refund	Amount
[Original Charge Description]	[0.00]
[Tax/Fee Credit]	[0.00]
Subtotal: [0.00]	
Total Refunded: [0.00]	
Refund Method:	

[Original Payment Method / Credit Card Ending in XXXX]

Reason for Refund:

[Insert description of refund reason here]

Thank you for your patience. If you have questions regarding this statement, please contact
[Department/Name] at [Phone Number].