

CANCELLATION REFUND

Invoice #: [0000]

Date: [Date]

[Property Name/Agency]

[Address Line 1]

[Address Line 2]

[Email/Phone]

GUEST DETAILS

[Guest Name]

[Guest Address]

[Guest Phone]

BOOKING REFERENCE

Booking ID: [ID-12345]

Check-in: [Date]

Check-out: [Date]

Cancellation Date: [Date]

Description	Amount
Total Booking Amount Paid	\$0.00
Cancellation Fee ([0]%)	- \$0.00
Non-refundable Processing Fees	- \$0.00
	Subtotal: \$0.00
	Total Refund Amount: \$0.00

REFUND METHOD

[Original Credit Card / Bank Transfer / Check]

CANCELLATION POLICY APPLIED

[Policy Name, e.g., 48-Hour Flexible]

Notes: Refunds may take 5-10 business days to appear on your statement depending on your financial institution.