## horizontal line**Hotel Accommodation Receipt**

#### **[Hotel Name]**

[Hotel Address]  
[City, Zip Code]  
[Phone Number]  
[Email Address]

**Receipt Number:** [12345]  
**Date of Issue:** [MM/DD/YYYY]

**Guest Information:**

* **Guest Name:** [Full Name]
* **Address:** [Guest Address]
* **Phone Number:** [Guest Phone Number]
* **Email:** [Guest Email]

**Accommodation Details:**

* **Check-in Date:** [MM/DD/YYYY]
* **Check-out Date:** [MM/DD/YYYY]
* **Room Type:** [Single/Double/Suite]
* **Room Number:** [Room Number]
* **Number of Guests:** [Number of Guests]

**Accommodation Charges:**

| **Description** | **Quantity** | **Rate per Unit** | **Amount** |
| --- | --- | --- | --- |
| Room Charge | [Nights] | [$ Rate] | [$Total] |
| Additional Services | - | - | [$Total] |
| Taxes and Fees | - | - | [$Total] |

**Total Accommodation Cost:** [$Total Amount]

**Authorized Signature**[Hotel Representative’s Name]  
[Hotel Role/Position]