Hotel Deposit 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]
- **Room Number (if assigned):** [Room Number]
- **Expected Check-in Date:** [MM/DD/YYYY]
- **Expected Check-out Date:** [MM/DD/YYYY]

Deposit Details:

Description	Amount
Booking Deposit	[$Amount]
Security Deposit	[$Amount]
Total Deposit Paid	[$Total]

Payment Method: [Cash/Credit Card/Debit Card]

Credit Card (Last 4 Digits): [####] (if applicable)

Note: This deposit secures your reservation and will be applied to your final bill upon checkout.

Authorized Signature

[Hotel Representative's Name]

[Hotel Role/Position]