
Hotel Payment Receipt

[Hotel Name]

[Hotel Address]

[City, Zip Code]

[Phone Number]

[Email Address]

Receipt Number: [12345]

Date of Payment: [MM/DD/YYYY]

Guest Information:

- **Guest Name:** [Full Name]
- **Room Number:** [Room Number]

Payment Details:

Description	Amount
Total Charges	[\$Total Charges]
Less Deposit Paid	[\$Deposit Amount]
Balance Due	[\$Balance Due]
Payment Received	[\$Payment Received]

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

Balance After Payment: [\$Balance After Payment]

Thank you for your payment. We appreciate your stay at [Hotel Name].

Authorized Signature

[Hotel Representative's Name]

[Hotel Role/Position]