
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]