## horizontal line**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]