## horizontal line**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]