

Hotel Receipt Request Format Email

When drafting a **hotel receipt request format email**, ensure to include essential details such as your booking information, stay dates, and payment method. A clear and polite tone helps facilitate a prompt response from the hotel. This format aids in obtaining an official document for expense tracking or reimbursement purposes.

Sample Email Format

Subject: Request for Hotel Receipt â€“ [Your Name], [Booking Reference]
Dear [Hotel Name/Reception Team],
I hope this message finds you well. I am writing to kindly request an official receipt for my recent stay at your hotel.
Below are the details of my reservation:
- Guest Name: [Your Name]
- Booking Reference Number: [Booking Reference]
- Check-in Date: [Start Date]
- Check-out Date: [End Date]
- Room Number: [Room Number, if known]
- Payment Method: [Credit Card/Cash/Other]
I would appreciate it if you could email the receipt to me at your earliest convenience. Please let me know if you need any further information.
Thank you very much for your assistance.
Best regards,
[Your Name]
[Your Contact Information]