

Lost Hotel Receipt Replacement Process

The **lost hotel receipt replacement process** involves contacting the hotel's customer service to request a duplicate copy of your original receipt. Providing details such as your stay dates, reservation number, and payment method can expedite the request. Most hotels email the replacement receipt within a few business days for your records.

Steps to Replace a Lost Hotel Receipt

1. Contact the hotel's front desk or customer service:

Reach out via phone or email. Find the contact information on the hotel's website.

2. Provide necessary details:

- Name used for the reservation
- Reservation number (if available)
- Dates of your stay
- Room number (if remembered)
- Payment method (credit card, cash, etc.)

3. Specify your request:

Ask explicitly for a duplicate or replacement receipt for your records.

4. Wait for the response:

Most hotels will email the duplicate receipt within a few business days.

Template Email to Request a Replacement Receipt

Subject: Request for Replacement Hotel Receipt

Dear [Hotel Name] Team,

I recently stayed at your hotel and have misplaced my original receipt. I kindly request a duplicate copy for my records with the following details:

- Name on reservation: [Your Name]
- Stay dates: [Check-in Date] to [Check-out Date]
- Reservation number: [If available]
- Room number: [If available]
- Payment method: [Credit Card/Cash/etc.]

Please let me know if you need any additional information.

Thank you very much,

[Your Name]