

Refund Claim Form Sample for Hotel Booking

Use this **refund claim form** sample to easily request reimbursement for a hotel booking cancellation or issue. It streamlines the process by clearly outlining necessary details such as booking information and reasons for refund. This template ensures your claim is submitted professionally and efficiently.

Personal Information

Full Name:

Email Address:

Contact Number:

Booking Details

Hotel Name:

Booking Reference Number:

Check-in Date:

Check-out Date:

Refund Information

Reason for Refund Request:

Details / Explanation:

Amount to be Refunded (if known):

Supporting Documents

Attach any relevant documents (e.g., booking confirmation, cancellation notice, payment receipt):

No file selected