REIMBURSEMENT REQUEST FORM

(City)_____, (Day) of (Month)_____, year 20_____

To Whom It May Concern
Decameron,

I, _____, identified with INE/IFE/CURP or citizenship ID number _____, confirm that I am the holder of the reservation and/or the cardholder for a non-face-to-face payment corresponding to reservation number _____, and hereby request a refund for said reservation based on the following reasons:
_____
_____
_____-.

Please indicate the payment method used for the reservation:

Payment Method Amount (Currency used for purchase)	
Cash	
Deposit	
Check	
Bank Transfer	
Debit Card	
Credit Card**	

If you select payment by credit card, please complete the following information. Note that the refund will be processed as a reversal directly through your card's franchise.

Reservation Number	
Cardholder Name	
Cardholder Identification Number	
Card Franchise	
Transaction Number	
Approval Code	
Last 4 digits of the card	
Transaction Date	
Transaction Amount	

I also authorize a deposit to the following account, applicable to all payment methods except credit card payments:

Checking Account	
Savings Account	

Bank: _____
Account Number: _____
Account Holder: _____

Additionally, for future contact, I provide the following information:

Phone Numbers: _____
Residential Address:_____
Email Address: _____

Thank you very much for your attention.
Sincerely,

_____
Signature of the invoice holder and/or cardholder for non-face-to-face payment
**If you request a deposit to an account other than that of the invoice holder or cardholder, this same letter must be attached, and please note that different control filters will apply. Attach all required documents through the authorized channels for this procedure.
*A bank certification must also be submitted along with this document

1.Versión Control

Versión	Description	Prepared by (Name – Position – Date)	Reviewed by (Name – Position – Date)	Approved by (Name – Position – Date)
1	Initial Version	Elvis Salazar Process Analyst 14/10/2025	Monica Segura Functional Coordinator of Commercial Operations 14/10/2025	Lina Palma Head of Corporate Customer Service and Back Office 14/10/2025