

Outstanding Balance Reminder

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding balance on your travel booking with us.

Booking Reference: [Booking Reference Number]

Travel Dates: [Travel Start Date] to [Travel End Date]

Outstanding Balance: \$[Amount]

Please ensure that the payment is completed by [Due Date] to avoid any disruptions to your travel plans. You can make your payment through our website or by contacting our customer service.

If you have already made the payment, please disregard this message. If you have any questions or concerns, feel free to reach out.

Thank you for choosing [Your Company Name]. We look forward to serving you!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]