

Payment Due Notice

Dear [Recipient's Name],

We hope this message finds you well. This is a reminder that your payment for your upcoming travel booking is now due.

Booking Details:

- Booking Reference: [Booking Reference]
- Travel Dates: [Travel Dates]
- Total Amount Due: [Amount]

Please ensure that the payment is completed by [Due Date] to avoid any cancellation of your booking.

For your convenience, you can make the payment via [Payment Methods].

If you have any questions or need assistance, please feel free to contact us at [Contact Information].

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]