

Follow-Up on Travel Reservation Payment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the payment for your recent travel reservation made on [Date of Reservation]. As of today, we have not yet received the payment of [Amount], which was due on [Due Date].

Please let us know if there are any issues or if you require assistance with the payment process. We value your business and look forward to facilitating your travel plans.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]