

Friendly Reminder for Your Reservation Payment

Dear [Recipient's Name],

We hope this message finds you well! We wanted to send you a friendly reminder regarding the upcoming payment for your reservation at [Venue/Location] on [Date of Reservation].

As per our records, the payment of [Amount Due] is due by [Due Date]. We kindly ask you to complete the payment at your earliest convenience to ensure your reservation is secured.

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

Thank you for your attention to this matter, and we look forward to welcoming you soon!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]