

Late Payment Follow-Up for Reservation

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder regarding the pending payment for your reservation with us at [Location/Service Name] scheduled for [Reservation Date]. As of today, we have not yet received the payment of [Amount Due], which was due on [Due Date].

To ensure that your reservation remains confirmed, we kindly ask that you process the payment at your earliest convenience. If you have already made the payment, please disregard this notice. Otherwise, please let us know if you need any assistance or clarification regarding the payment process.

Thank you for your attention to this matter. We look forward to welcoming you soon.

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]