

Late Reservation Payment Notice

Date: [Insert Date]

To: [Guest Name]

Address: [Guest Address]

Email: [Guest Email]

Dear [Guest Name],

We hope this message finds you well. We are writing to remind you that the payment for your reservation scheduled on [Reservation Date] at [Location/Hotel Name] is now overdue. As per our records, the payment was due on [Due Date].

To avoid any inconvenience, we kindly ask that you settle the outstanding amount of [Amount Due] at your earliest convenience. Payment can be made via [Payment Methods].

If you have already made the payment, please disregard this notice, and we thank you for your prompt attention.

Should you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]