

Outstanding Reservation Fee Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that there is an outstanding reservation fee for your booking at [Property/Service Name]. Our records indicate that the fee of [Amount] remains unpaid as of today.

The details of your reservation are as follows:

- Reservation Number: [Reservation Number]
- Check-in Date: [Check-in Date]
- Check-out Date: [Check-out Date]

We kindly request that the outstanding fee be settled by [Payment Due Date] to ensure your reservation remains confirmed. Payment can be made through [Payment Methods].

If you have already made this payment, please disregard this notice. If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]