

Overdue Balance Alert

Dear [Guest Name],

We hope this message finds you well. We are writing to inform you that there is an overdue balance on your reservation with us.

Reservation Details:

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

Outstanding Balance: \$[Amount]

Please settle the outstanding balance at your earliest convenience to avoid any disruptions to your reservation. You can make the payment through our website or contact our billing department for further assistance.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]