

Overdue Payment Request for Reservation

Dear [Guest Name],

We hope this message finds you well. We are writing to remind you that your payment for the reservation made on [Reservation Date] is now overdue. According to our records, the amount of [Amount Due] was due on [Due Date].

We kindly ask you to settle this payment at your earliest convenience to avoid any disruptions to your reservation. Please find the payment details below:

- Payment Amount: [Amount Due]
- Due Date: [Due Date]
- Payment Methods: [Accepted Payment Methods]

If you have already made this payment, please disregard this message. However, if you have any questions or concerns regarding this matter, feel free to contact us at [Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]