

# Payment Reminder for Reservation

Dear [Customer Name],

This is a friendly reminder that your payment for the reservation made on [Reservation Date] is past due. We appreciate your prompt attention to this matter.

Details of your reservation are as follows:

- Reservation Number: [Reservation Number]
- Check-in Date: [Check-in Date]
- Amount Due: [Amount Due]

Please make the payment by [New Due Date] to avoid any cancellation of your reservation. If you have already made the payment, please disregard this notice.

Thank you for your attention to this matter. Should you have any questions, feel free to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]