

Payment Reminder for Your Pending Reservation Balance

Dear [Customer's Name],

This is a friendly reminder regarding the pending balance for your reservation at [Venue/Location] scheduled for [Date]. Our records show that a total amount of [Amount Due] is still outstanding.

Please ensure that the balance is settled by [Due Date] to confirm your reservation. You can make your payment via [Payment Methods].

If you have already made the payment or require assistance, please do not hesitate to contact us at [Contact Information].

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

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]