

Urgent Payment Reminder for Your Reservation

Dear [Guest's Name],

This is a friendly reminder regarding the payment for your reservation at [Hotel/Service Name] scheduled for [Date]. According to our records, we have yet to receive your payment of [Amount].

Please note that your reservation will be held until [Deadline Date]. To ensure your stay is confirmed, we kindly ask that you complete your payment by this date.

If you have already made the payment, please disregard this message. Otherwise, you can complete your payment through [Payment Method/Link].

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

Best regards,
[Your Name]
[Hotel/Service Name]
[Contact Information]