

Reservation Deposit Confirmation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request confirmation of the deposit for our reservation at [Venue/Location Name] on [Date].

As per our previous agreement, a deposit of [Amount] was to be made to secure our booking. Please confirm if the deposit has been received at your earliest convenience.

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]