

Final Reservation Deposit Reminder

Dear [Guest's Name],

We hope this message finds you well. We are writing to remind you of your upcoming reservation at [Property/Location Name] on [Reservation Date]. As per our policy, a final deposit is required to confirm your reservation.

Please ensure that a deposit of [Deposit Amount] is received by [Deposit Due Date]. This will secure your booking and guarantee your stay with us.

Payment can be made via [Payment Methods]. If you have already made the deposit, please disregard this message.

If you have any questions or require assistance, feel free to contact us at [Contact Information].

Thank you for choosing [Property/Location Name]. We look forward to welcoming you soon!

Best regards,

[Your Name]

[Your Position]

[Property/Location Name]

[Contact Information]