

# Reservation Deposit Alert

Dear [Guest Name],

We hope this message finds you well. We are writing to remind you that the deposit for your upcoming reservation at [Hotel/Property Name] is currently outstanding.

Your reservation details are as follows:

- **Reservation Number:** [Reservation Number]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Total Amount:** [Total Amount]

Please submit your deposit of [Deposit Amount] at your earliest convenience to secure your booking. You can make the payment through [Payment Methods].

If you have already made this payment, please disregard this message. Otherwise, feel free to contact us at [Contact Information] if you have any questions.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Hotel/Property Name]

[Contact Information]