

Reservation Deposit Reminder

Dear [Customer's Name],

We hope this message finds you well. We are reaching out to remind you that we have not yet received the deposit for your reservation scheduled on [Reservation Date] at [Venue/Location].

As per our policy, a deposit of [Amount] is required to secure your booking. Please ensure that the deposit is submitted by [Due Date] to avoid any cancellation of your reservation.

Payment can be made via [Payment Methods] and should be sent to [Payment Details].

Thank you for your attention to this matter. If you have any questions or need further assistance, please don't hesitate to contact us at [Contact Information].

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]