

Pending Reservation Deposit Notification

Dear [Guest Name],

We hope this message finds you well. This is to inform you that your reservation at [Hotel/Property Name] for the dates of [Check-in Date] to [Check-out Date] is currently pending due to an outstanding deposit.

To confirm your booking, please submit a deposit of [Deposit Amount] by [Deadline Date]. You can make the payment via [Payment Methods].

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

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

Best regards,
[Your Name]
[Your Position]
[Hotel/Property Name]
[Contact Information]