

Reservation Deposit Payment Reminder

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the reservation deposit for your upcoming stay at [Property/Hotel Name].

As per our agreement, a deposit of [Amount] was to be submitted by [Due Date]. We kindly ask you to process this payment at your earliest convenience to secure your reservation.

Payment can be made via [Payment Method] to the following account:

[Account Details]

If you have already made this payment, please disregard this message. Should you have any questions or require assistance, feel free to reach out to us.

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

Best regards,

[Your Name]

[Your Position]

[Property/Hotel Name]

[Contact Information]