

Reservation Deposit Due Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder that a reservation deposit of [Insert Amount] for your upcoming stay at [Insert Property Name] is due by [Insert Due Date].

To secure your reservation, please ensure that the deposit is received by the due date mentioned above. Payment can be made via [Insert Payment Methods].

If you have already made this payment, please disregard this notice. Should you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]