

Reservation Deposit Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the reservation deposit for your upcoming stay at [Property/Hotel Name] from [Check-in Date] to [Check-out Date]. As of today, we have not yet received your deposit of [Deposit Amount].

To secure your reservation, please ensure that we receive the deposit by [Deadline Date]. Details for the deposit payment can be found below:

Payment Details:

Bank Name: [Bank Name]

Account Number: [Account Number]

Reference: [Reference Information]

If you have already made the payment, please disregard this message. Alternatively, if you have any questions or require assistance, feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter, and we look forward to hosting you soon!

Best regards,

[Your Name]

[Your Position]

[Property/Hotel Name]

[Contact Information]