

Registration Fee Reminder

Dear [Participant's Name],

We hope this message finds you well. This is a friendly reminder that the registration fee for the upcoming workshop titled "[Workshop Title]" is due on [Due Date].

The fee is [Amount], and can be paid via [Payment Methods].

Please ensure that your payment is completed by the due date to secure your spot. If you have already made your payment, kindly disregard this reminder.

Thank you for your prompt attention to this matter. We look forward to seeing you at the workshop!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]