

Follow-Up on Your Reservation Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding your recent reservation inquiry at [Location/Hotel Name]. We are excited about the possibility of welcoming you.

As of today, we have not yet received the payment to confirm your reservation from [Date of Inquiry]. Please ensure that the payment is completed by [Payment Deadline] to secure your booking.

If you have any questions or require assistance with the payment process, do not hesitate to reach out.

Thank you for your attention to this matter, and we look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Hotel/Company Name]

[Contact Information]