

Reminder Email for Deadline

Subject: Important Reminder: Project Deadline Approaching

Dear Jordan Williams,

I hope you're doing well. As we're moving closer to the conclusion of our current project, I wanted to send a friendly reminder about the upcoming deadline. Ensuring we meet this deadline is crucial for the project's next phase and our commitment to our clients.

Deadline Details:

- **Project:** Website Redesign for GreenTech Innovations
- **Deadline Date:** April 10th, 2024
- **Remaining Tasks:** Final design review, content update, and functionality testing

Please remember, it's important that all tasks are completed and submitted by the end of the day on April 10th. This will allow enough time for any final adjustments and ensure we maintain the quality and standards our clients expect from us.

If there are any obstacles you're facing or if you foresee any potential delays, please reach out as soon as possible. We're here to support each other and find solutions to ensure we stay on track.

Thank you for your hard work and dedication to this project. Let's make this final push a success!

Best regards,

Emily Thompson Project Manager Creative Solutions Ltd. emily.thompson@creativesolutions.com
(555) 987-6543

Friendly Reminder Email Deadline Sample

Annelies Wilder-Smith



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