

# Notice of Document Collection Deadline

Dear [Association Members/Specific Name],

We would like to remind you that the deadline for submitting the required documents for [specific purpose, e.g., membership verification, event participation] is approaching.

**Deadline Date: [Insert Date]**

Please ensure that all necessary documents are submitted by this date to avoid any issues with your application/participation.

You may submit your documents via [specify method, e.g., email, postal mail, etc.], and kindly ensure that they are complete and accurate.

If you have any questions or need assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Association Name]

[Contact Information]