

Reminder for Independence Day Preparations

Dear [Team/Committee Name],

This is a friendly reminder that Independence Day is quickly approaching on [Date]. As we prepare to celebrate this important occasion, please ensure that the following tasks are completed:

- **Decoration:** All decorations must be up by [Date].
- **Schedule Activities:** Confirm the schedule for the day's events by [Date].
- **Supplies:** Ensure all supplies are ordered and received by [Date].
- **Volunteers:** Finalize the list of volunteers by [Date].

It is essential that we work together to make this celebration a success. Thank you for your attention and efforts!

Best regards,

[Your Name]

[Your Position]

[Your Organization]