

Subject: Friendly Reminder: Upcoming Project Deadline

Dear [Client's Name],

I hope this message finds you well. I wanted to kindly remind you that the deadline for the [Project Name] is approaching on [Due Date]. I want to ensure that we stay on track and that all necessary materials are prepared for a smooth completion.

If there's anything you need from my side, or if you have any questions, please feel free to reach out. I'm here to help!

Thank you for your attention, and I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]