

Urgent Reminder: Vendor Submission Due

Dear [Vendor Name],

This is a friendly reminder regarding the upcoming submission deadline for [specific submission details] on [due date]. We have not yet received your submission, and it is crucial for us to proceed with the next steps of our project.

Please submit the required documents as soon as possible to avoid any delays.

If you have any questions or need assistance, do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]