

# Deliverable Deadline Reminder

Dear [Subcontractor's Name],

I hope this message finds you well. This is a friendly reminder regarding the upcoming deadline for the deliverables outlined in our agreement dated [Date of Agreement]. As per the schedule, we expect to receive the following items:

- Deliverable 1: [Description] - Due by [Due Date]
- Deliverable 2: [Description] - Due by [Due Date]
- Deliverable 3: [Description] - Due by [Due Date]

Please let us know if you are on track to meet these deadlines or if you require any assistance. We appreciate your cooperation and look forward to your prompt response.

Thank you for your attention to this matter.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]