

Embassy Submission Deadline Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We would like to inform you that the deadline for submission of your application to the [Embassy Name] is approaching. Please ensure that all necessary documents are submitted by [Insert Deadline Date].

Should you have any questions or require further assistance, do not hesitate to contact our office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Embassy Name]

[Embassy Address]