

Follow-Up on Submission Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the timeline for the submission of [specific project or document] that we discussed previously.

As the deadline approaches, I wanted to confirm the date and any additional requirements we should be aware of. Your guidance will ensure that we stay on track and meet all necessary expectations.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]