

Subject: Clarification on Project Deadlines

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify some points regarding the deadlines for our ongoing project, [Project Name].

As per our last meeting on [Date], the following deadlines were discussed:

- **Phase 1 Completion:** [Date]
- **Phase 2 Review:** [Date]
- **Final Submission:** [Date]

If there are any adjustments or if further information is needed, please do not hesitate to reach out. It is crucial for us to stay aligned on these timelines to ensure a successful project outcome.

Thank you for your attention to this matter.

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