

# Project Milestone Timeline Reminder

Date: [Current Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Reminder of Upcoming Project Milestones

Dear [Supplier's Name],

We hope this message finds you well. As we progress with the [Project Name], we would like to remind you of the upcoming project milestones that we need to adhere to in order to meet our agreed timelines.

## Upcoming Milestones:

- **Milestone 1:** [Description] - Due by [Date]
- **Milestone 2:** [Description] - Due by [Date]
- **Milestone 3:** [Description] - Due by [Date]

Please ensure that all deliverables are prepared in advance to avoid any delays. Should you need any assistance or further clarification, do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to your cooperation in achieving these milestones successfully.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]