

# Reminder: Commemorative Gift Deadlines Approaching

Dear [Recipient's Name],

This is a friendly reminder regarding the upcoming deadlines for our commemorative gifts initiative. We value your participation and want to ensure that you have all the necessary information.

## Important Dates:

- **Submission Deadline:** [Date]
- **Gift Selection Deadline:** [Date]
- **Payment Deadline:** [Date]

Please make sure to review your selections and submit any necessary paperwork by the above dates to ensure your gifts are processed in time.

If you have any questions or need assistance, feel free to reach out to us at [Contact Information].

Thank you for your attention, and we look forward to celebrating this special occasion with you!

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]