

# Milestone Deadline Reminder

Dear [Contractor's Name],

This is a friendly reminder regarding the upcoming milestone deadline for the [Project Name] project. As per our agreement, the following milestone is due on [Due Date]:

- **Milestone:** [Description of Milestone]
- **Due Date:** [Due Date]

Please ensure that all tasks are completed and submitted by the specified date to avoid any delays in the project timeline.

If you have any questions or concerns, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]