

## Quick reminder email about an approaching deadline

Subject: Reminder: Project Submission Deadline

Hello [Recipient Name],

This is a friendly reminder that the deadline for submitting your project report is Friday, 18th October. Please ensure all documents are submitted by 5:00 PM to avoid delays.

Thank you for your attention to this matter.

Best,

[Your Name]

[Project Coordinator]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/notification-letter>