

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that the deadline for [specific task or project] is approaching on [specific date].

As of today, I wanted to ensure that everything is on track and see if there is any assistance needed to meet this timeline. Please let me know if you require any support or if there are any updates regarding the project.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,
[Your Name]