

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

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

Dear [Recipient's Name],

Subject: Deadline Reminder for Cohorts

I hope this message finds you well. I would like to remind you of the upcoming deadlines associated with the [specific cohort program or project name].

As we approach the following key dates:

- **[Date 1]**: [Description of the deadline or task]
- **[Date 2]**: [Description of the deadline or task]
- **[Date 3]**: [Description of the deadline or task]

Please ensure that all necessary actions are taken to meet these deadlines. If you have any questions or require assistance, do not hesitate to reach out.

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

Best regards,

[Your Name]
[Your Position]
[Your Organization]